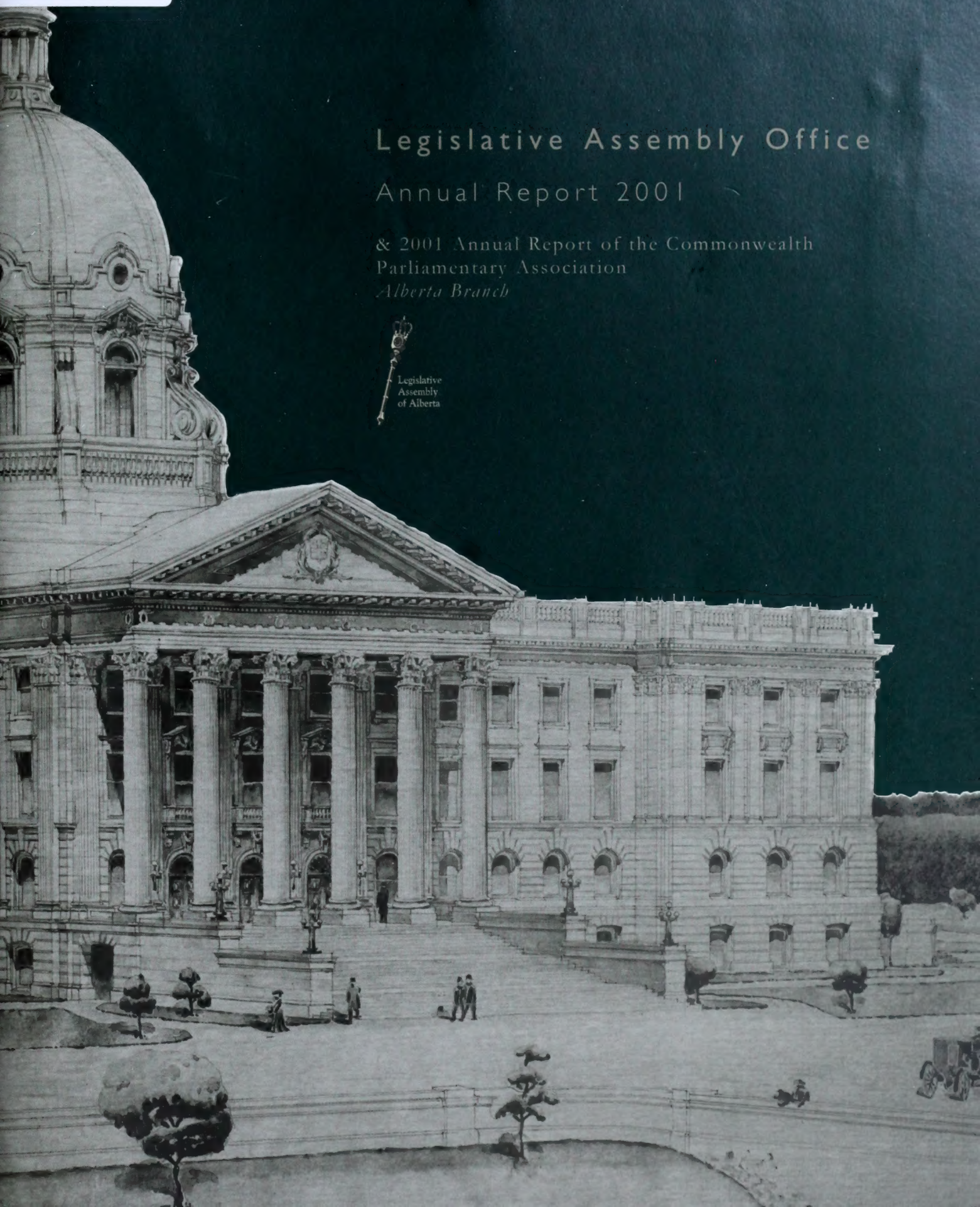


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Legislative Assembly Office

Annual Report 2001

& 2001 Annual Report of the Commonwealth
Parliamentary Association
Alberta Branch



Legislative Assembly of Alberta

The Legislative Assembly Office (LAO) is a nonpartisan organization that provides support to the Members of the Legislative Assembly.

Office of the Speaker

(780) 427-2464
325 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Office of the Clerk

Management Services
(780) 427-2478
801 Legislature Annex
9718-107 Street
Edmonton, AB T5K 1E4

House Services

House and Committee Services

Clerk Assistant's Office
(780) 427-2480
801 Legislature Annex
9718-107 Street
Edmonton, AB T5K 1E4

Parliamentary Counsel

(780) 422-4837
801 Legislature Annex
9718-107 Street
Edmonton, AB T5K 1E4

Visitor, Ceremonial and Security Services

Sergeant-at-Arms

(780) 422-9259
412 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Visitor Services (Tour Info)

(780) 427-7362
Pedway Mall
Government Centre
10820-98 Avenue
Edmonton, AB T5K 2N6

Legislature Library

Reference Desk

(780) 427-2473
216 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Legislature Library Support Services

(780) 427-3837
801 Legislature Annex
9718-107 Street
Edmonton, AB TRK 1E4

Information Systems Services

(780) 422-1680
902 Legislature Annex
9718-107 Street
Edmonton, AB T5K 1E4

Financial Management and Administrative Services

(780) 427-2477
901 Legislature Annex
9718-107 Street
Edmonton, AB T5K 1E4

Human Resource Services

(780) 427-1364
901 Legislature Annex
9718-107 Street
Edmonton, AB T5K 1E4

Public Information and Reporting Services

(780) 427-2826
1001 Legislature Annex
9718-107 Street
Edmonton, AB T5K 1E4

Assembly Web site: www.assembly.ab.ca



Legislative Assembly
Alberta

April 7, 2003

To the Members of the Legislative Assembly of Alberta:

As required by Standing Order 109, I am pleased to submit the 13th annual report of the Legislative Assembly Office for the calendar year ending December 31, 2001, and the financial statements for the fiscal year ending March 31, 2001. This report describes the activities of the Legislative Assembly Office focusing on four key areas of responsibility in which support is provided to Members. Also presented are the audited financial statements for the 2000-2001 and 2001-2002 fiscal years and the fifth annual report of the Alberta Branch of the Commonwealth Parliamentary Association.

As host of the 40th Canadian Regional Conference of the Commonwealth Parliamentary Association in July 2001, the Legislative Assembly Office staff provided the same expertise, flexibility and professionalism they contribute to the Assembly year-round. As Speaker I am proud to lead this group of dedicated professionals.

I would like to thank those Members who so ably represented Alberta or presented papers at various interparliamentary conferences, and I thank all MLAs for supporting the work of the Legislative Assembly Office and the Commonwealth Parliamentary Association.

Respectfully submitted,

A handwritten signature in black ink, reading "Ken Kowalski" with a stylized flourish at the end.

Hon. Ken Kowalski, MLA

Speaker of the Legislative Assembly



Legislative Assembly
Alberta

April 7, 2003

To The Honourable Speaker of the Legislative Assembly of Alberta:

I am honoured to present to you the 13th annual report of the Legislative Assembly Office and the fifth annual report of the Alberta Branch of the Commonwealth Parliamentary Association. The Legislative Assembly Office report includes the audited financial statements regarding the operation of the Legislative Assembly Office for the 2000-2001 and 2001-2002 fiscal years. The Alberta Branch of the Commonwealth Parliamentary Association report outlines the various developmental opportunities afforded Members who attended interparliamentary conferences.

This Legislative Assembly Office report is a departure from previous reports. For this reporting period, managers were asked to report according to four key areas of responsibility in which their department provides support for Members. The result is a more succinct report focusing on results.

As in previous years, the report includes highlights of events and conferences undertaken to further educate the public about the institution of parliament on behalf of Members, as well as support an exchange of information and ideas among parliamentarians.

I am privileged to work with Legislative Assembly Office staff, who bring a high level of commitment, flexibility and professionalism to the work they do.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "W. J. David McNeil".

W. J. David McNeil

Clerk of the Legislative Assembly



Digitized by the Internet Archive
in 2014

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The Chamber during the first session of the 25th Legislative Assembly.

Legislative Assembly Office

2001 Annual Report



Left: the Honourable Ken Kowalski, Speaker, reviews the Lord Strathcona's Horse (Royal Canadians) at the 40th Canadian Regional CPA Conference held in Edmonton.



Middle left: in the Spring of 2001, the Legislative Assembly of Alberta received two Court Dress Swords for use by the two Assistant Sergeants-at-arms in ceremonial duties.



Right: following the September 11, 2001, terrorist attack on the United States, books of condolence were set out in the Legislature Rotunda for the public to sign.

An Introduction

The Legislative Assembly Office: In Service to Alberta's Parliament

The origins of Alberta's Legislative Assembly Office (LAO) can be traced to 14th century England, when Parliament elected the first Speaker and appointed the first Clerk. Today the Speaker of the Legislative Assembly is the head of the LAO, and the Clerk is the Speaker's deputy. The Legislative Assembly Act of 1983 made the LAO's current name official.

The most common misconception about the LAO is that it is a branch of the government and that its staff are government employees. However, in the parliamentary system, the government is the executive branch, responsible for applying and enforcing laws; the Legislative Assembly is the legislative branch, responsible for establishing those laws. The Legislative Assembly Office provides various types of support to the entire Assembly — both members of government and opposition parties.

Although the LAO is sometimes called the Speaker's department, it is not a government department. The Speaker does not belong to the cabinet and cannot be asked questions during Oral Question Period or participate in the Assembly's debates. However, the Speaker does have administrative authority and responsibility similar to that of a minister of a government department. The Clerk is the Speaker's chief administrative deputy and has authority and responsibility similar to that of a deputy minister.

The Speaker has two distinct but related roles. In the Assembly, the Speaker maintains order and ensures that MLAs conduct their business according to the Standing Orders of the Assembly. Administratively, the Speaker is responsible for the Assembly's records and provides services to MLAs and the public.

The latter include financial administration, purchasing, human resources, office automation assistance, public education, library services, parliamentary counsel and House services.

The LAO as a whole has the same procedural and administrative roles. This is a unique characteristic and is evident throughout the office, particularly during session, when the normal duties, work hours and office locations of many staff change significantly.

The LAO's annual budget, as well as statutory provisions for financial and human resource administration, are under the purview of the Special Standing Committee on Members' Services. As an all-party committee of the Assembly, the Members' Services Committee regulates constituency office support and Members' pay, allowances, benefits and group insurance plans, all of which the LAO administers. Traditionally, the Speaker chairs the Members' Services Committee.

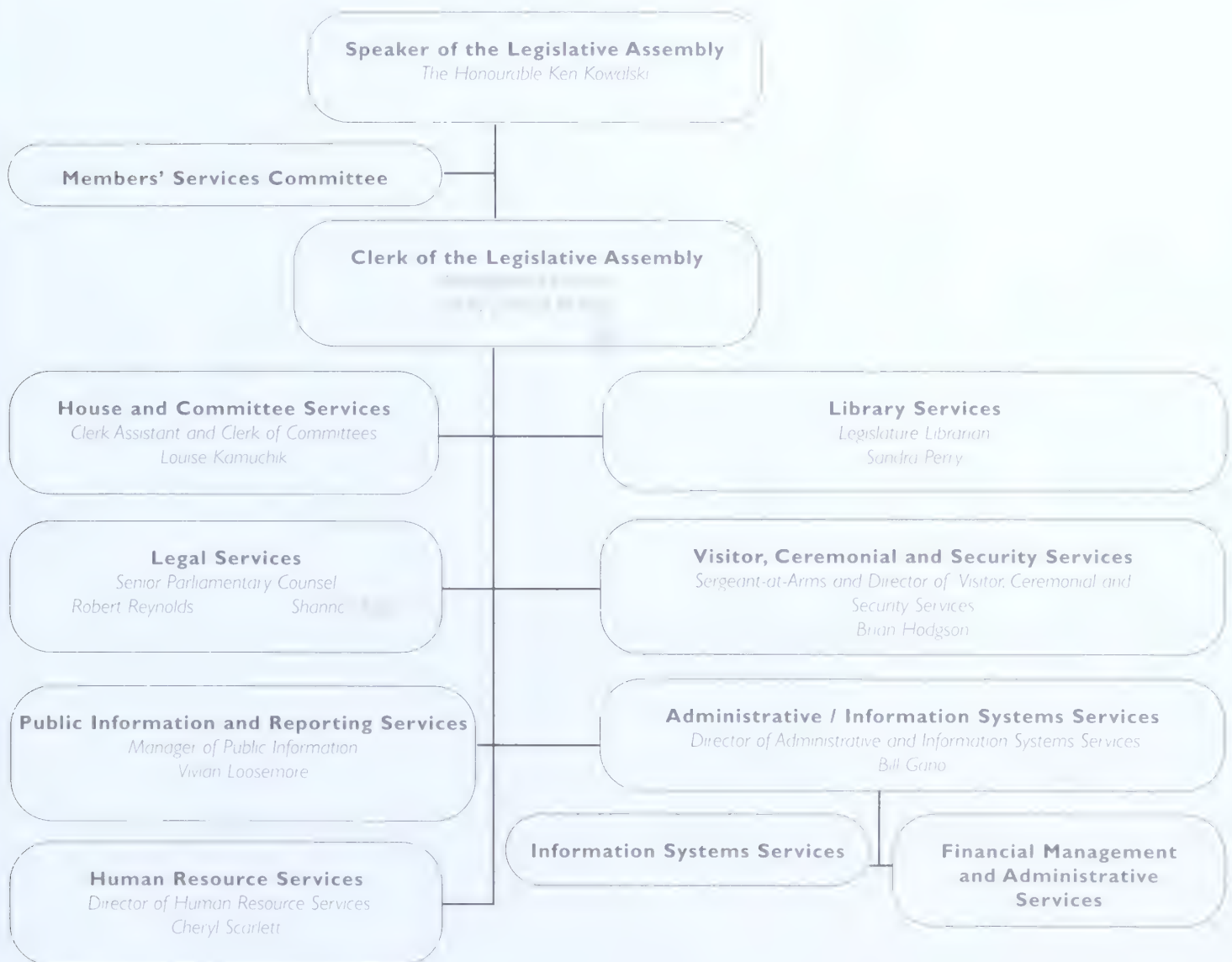
Each party of elected members, or caucus, is a branch of the Legislative Assembly Office. Although the Speaker technically has authority over the administration of each caucus office, for obvious reasons these branches operate with considerable autonomy. Therefore, the caucus branches are not part of this report; it only includes branches of the LAO under the Speaker's full control. However, since the caucuses receive financial, administrative and human resource services, as well as other support from other branches of the LAO, this report does comment on those services. In addition, the office's consolidated budget estimates and audited financial statements, which appear at the end of this report, include caucus finances.



Legislative Assembly Office

Vision Statement

To be the best parliamentary support organization through a commitment to



Services of the Legislative Assembly Office

Financial Management and Administrative Services (FMAS)

Along with providing full accounting services such as budget preparation and monitoring, payment processing and financial reporting, FMAS provides administrative services including equipment and supplies procurement, telecommunications management, constituency office lease and credit card administration.

Information Systems Services (ISS)

ISS handles all technological issues including installation and support of software and hardware, remote access and network infrastructure. ISS also assists with records management and handles the Freedom of Information and Protection of Privacy Act for the LAO.

Human Resource Services (HRS)

HRS provides support to Members and staff in all matters of human resource management. This includes contract administration, pay and benefits management, recruitment and job classification, employee relations, training and development and all issues related to occupational health and safety.

Legal Services

Parliamentary Counsel provide legal advice on a wide range of matters including parliamentary procedure. They draft Private Members' Public Bills and Private Bills. Parliamentary Counsel serve as Table Officers in the House and advise the Speaker on points of order and questions of privilege.

Library Services

Library Services provides information, news, reference and research services to the Members and their staff using current library and information technology. As well, Library Services provides training in the use of the electronic services that are delivered to the Members' desktops.

Public Information and Reporting Services

Public Information Branch (PIB) is responsible for the recording and publication of print and electronic versions of *Alberta Hansard*, the official report of proceedings of the Legislative Assembly and its committees. PIB also administers a subscription service to *Alberta Hansard*, *Votes and Proceedings* and bills and distributes sessional publications in addition to operating a public information service and providing editing and proofreading services.

Visitor, Ceremonial and Security Services (VCSS)

VCSS plans and executes ceremonial and special events such as Canada Day and seasonal celebrations, as well as the coordination of school and public outreach programs, tours of the facilities and the production of several educational and orientation materials. Maintaining security in the Chamber and precincts, providing security-related advice to constituency offices and managing the Alberta Legislative Assembly Page Program are also the responsibility of VCSS.

House and Committee Services (HCS)

Along with producing the *Votes and Proceedings*, *Order Paper*, *Journals* and assisting in maintaining House records, such as bills and motions, HCS provides all the arrangements for the Assembly's Standing, Special Standing and Select Special Committee meetings. As well, HCS assists with expenses, budgets, historical records and transcripts relating to committees.

Purpose Statement

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly Office will:

- 1. support the Speaker of the Legislative Assembly in carrying out the duties of office*
- 2. support Members in carrying out their roles as elected representatives of the people of Alberta*
- 3. record the proceedings and maintain and preserve the records of the Legislative Assembly*
- 4. inform and educate the public on behalf of Members and the institution of Parliament*
- 5. support the Assembly in protecting its institutions and privileges*
- 6. support the exchange of ideas/information among legislatures throughout the world*
- 7. provide services to external clients as required*



Strategic Goals

2001-2002

- *assist the Speaker in fulfilling the duties of office*
- *assist Members in carrying out their roles as legislators within the parliamentary system and as representatives of their constituencies*
- *meet and exceed the service expectations of the Members*
- *respond to increased demands for technology-related services from Members, staff and the public*
- *plan and manage the transition from the 24th to 25th Legislature and ensure the effective orientation of new Members and staff*
- *provide Members with professional development opportunities and foster interparliamentary cooperation through participation in national and international parliamentary forums and exchange programs, including planning and hosting the 2001 Canadian Regional Commonwealth Parliamentary Association Conference*
- *increase public awareness of the Legislative Assembly within Alberta's democratic parliamentary system through information and outreach programs*
- *continue to foster understanding of the division of powers among the Legislative, Executive and Judicial branches of government*
- *ensure that the Legislative Assembly Office (LAO) provides quality services in an increasingly competitive environment*
- *ensure the continued development of the effectiveness and efficiency of the LAO workforce through the fostering and recognition of leadership and*
- *develop plans for special centennial events and projects*

Annual Report Structure

The structure of this year's annual report highlights the accomplishments of the Legislative Assembly Office (LAO) holistically. All branch information has been integrated to emphasize how the branches work together to achieve common goals and support the mandate of the LAO.

The Mission of the LAO is to provide the best advice and a full range of quality services to Members of the Assembly as parliamentarians and support the preservation of the Assembly's history and maintain its accessibility to the public. Performance of the Assembly must therefore be measured according to how well it fulfills its mission.

The Legislative Assembly Office has organized its results into four key responsibility areas (KRAs):

- 1 Provision of timely, professional, impartial, accurate information and advice to Members
- 2 Provision of services, equipment, supplies and facilities on a timely basis
- 3 Provision of an effective workplace to support Members
- 4 Provision of support to maintain and develop the parliamentary system in Alberta



Mr. Speaker's Alberta Youth Parliament.

Key Responsibility Area I

Provision of timely, professional, impartial, accurate information and advice to Members

Election and Transition Support

All branches of the Legislative Assembly Office (LAO) participated in dissolution and election planning relevant to their area. This involved providing information and procedural advice to 23 new Members and preparing material for orientation sessions held in Edmonton and Calgary for constituency office staff. LAO managers met with each new Member to provide an overview of the services provided by each branch.

Human Resource Services (HRS) assisted Members of the 24th Legislature with issues related to dissolution of the Legislature, supported retiring and newly elected Members regarding pay, benefits and transition allowances and addressed individual issues related to caucus and constituency staff for new and returning Members.

House and Committee Services (HCS) revised and expanded the Procedural Orientation information binder for Members.

Financial Management and Administrative Services (FMAS) provided advice to new Members relating to constituency office accommodations and administration and assisted all Members with allowances, expenses and financial reporting. As well, FMAS assisted retiring Members in finalizing the transfer of constituency offices and telecommunications services and completing final allowance and expense claims.

Parliamentary Counsel provided legal services to the Chief Electoral Officer during all stages of the election. Following the 2001 election, counsel developed and participated in an orientation on legislative procedure and processes for caucus staff.

Library Services completed a nine-month research project on the electoral history of Alberta, and information relevant to each Member's constituency was included in his/her orientation package.

Assembly and LAO Documents

HCS revised the *Practical Guide for Committees of the Alberta Legislative Assembly*, which provides committee chairs with information about their duties, committee procedures and issues. HCS also maintained the database of statistical and historical information on each aspect of House business, including such items as the *Journals*, Speaker's Rulings, Questions of Privilege, Oral Question Period and sitting day statistics.

In addition to providing Members and presiding officers with ongoing procedural and legal advice, Parliamentary Counsel provided procedural and drafting expertise in preparing significant amendments to the *Standing Orders of the Legislative Assembly of Alberta*. These were approved in the 2001 fall sitting and published the following February. Counsel also prepared the Annual List of Required Tablings twice in 2001, circulating it to Members and senior government officials. Following changes to the Standing Orders, counsel revised the *Guidelines for Petitioning the Legislative Assembly* and the *Petitioner's Guide to Private Bills: How to Petition the Alberta Legislature to Pass a Private Bill*. Both documents appear on the Assembly's Web site. During session, counsel also reviewed amendments to bills, private members' motions, motions for returns, written questions and petitions.

HRS produced the annual personalized Members' Benefits Statements and developed and produced benefit and entitlement information for Members and staff in addition to standard periodic reports. HRS also participated in several information sessions for constituency staff.

Public Information Branch (PIB) met their goal of posting Blues, the unofficial first draft of *Hansard*, on the Assembly network within one to one-and-a-half hours of the words being spoken approximately 80 per cent of the time, with the earlier proceedings of each sitting generally being available in under one hour. *Hansard* staff met the deadline for posting the final edition on the web and delivering it to the printer on all occasions except when the House sat for 21 hours and 18 minutes, from 8 p.m. on Monday, May 28, to 5:18 p.m. on Tuesday, May 29. As in the past, PIB continued to provide Members with speech reprints on request, as well as reprints of Recognitions and Members' Statements suitable for framing.

Committee transcripts were provided to Committee Clerks within 48 hours of each meeting. To provide more detailed access to the text, PIB began indexing standing and special committees of the Legislature, with indexes completed for the 1999 to 2001 meetings. Indexing of meetings prior to 1999 is proceeding as time permits.

The Publications Officer in the Clerk's Office began revising the *Members' Guide* with input from all LAO branches and produced a handbook titled *Biographies of Members: Legislative Assembly of Alberta, 25th Legislature*.

Visitor, Ceremonial and Security Services (VCSS) produced a new Legislative Assembly Gift Shop catalogue for Members.

The Sergeant-at-Arms or the Assistant Sergeant-at-Arms personally visited 51 constituency offices to provide advice on office and personal safety issues. A constituency office security brochure was developed and distributed to constituency staff at the post-election orientation seminar in Edmonton, at constituency office visits and following requests by Members or constituency staff.

At the Library's 3rd Annual Spring Tea and Open House, the Speaker introduced Library Services' new electronic customized news service, Alberta Daily News, which is available at the Members' desktops by 8:15 each morning. Prior to both the spring and fall sittings, Library Services provided a series of full-text bibliographies on several topics.

Library staff also completed developmental work on an Access database that can produce customized reports of information on Members. Data entry is already completed for 37 Members; eventually the database will have biographical information on the 736 Members who have served in the Assembly from 1905 to present.

As part of its commitment to microfilm weekly newspapers, Library Services completed microfilming the Okotoks and Didsbury papers. Older editions of 22 newspapers were donated to communities.

Key Responsibility Area 2

Provision of services, equipment, supplies and facilities on a timely basis

Assembly Internet and Intranet Sites Important Communications Tools

The Legislative Assembly's external and internal sites have become a key focus for the distribution of information about Members, Assembly events and House documents, to name a few. For this reason, the content on the Web site is continually being revised and upgraded. Site maintenance is shared among all of the branches of the Legislative Assembly Office through the Web Committee.

Notices of Assembly committee meetings are now posted by House and Committee Services (HCS) on both the Intranet and Internet. As well, transcripts of committee meetings, committee membership lists, special committee reports and discussion papers are available. Sessional documents, including *Votes and Proceedings*, the *Order Paper* and all House records continue to be posted on the external Web site approximately one hour following the evening adjournment. The Archived House Records have been updated to make them more accessible and readable. The Bill Status Report is available on the Web site and is updated within minutes of any bill activity. When the Legislature is in Session, a schedule of the projected Weekly House Business is also posted on the Web site for public access and is updated each Friday.

Public Information Branch (PIB) posted the order form for congratulatory scrolls on the Web site. Staff from Members' offices as well as the public can now send requests for scrolls electronically thereby expediting the process. *Hansard* for afternoon sittings continues to be posted by 10:30 p.m. the same day while evening proceedings are posted by noon the following day. Committee transcripts continue to be posted within 48 hours.

Library Services upgraded the Horizon integrated system and implemented an acquisitions module. The Library partnered with the University of Calgary to assist with the digitization of all bills introduced in the Alberta Legislature since 1905. This material will complement other electronic statutory services currently provided on the Assembly Web site. In cooperation with the Alberta Government Library (AGL) and The Alberta Library (TAL), the Legislature Library promoted access to government information in digital format. Through its membership in TAL, the Library saved 90 per cent of the projected cost of providing Members with network-wide access to specialized databases.

The Wilson suite of fulltext databases, the Public Affairs Information Service (PAIS) and Boardwise, the electronic version of the Conference Board of Canada publications, were all added to the Library's electronic resources on the internal site.

In addition to providing a broad scope of financial and administrative services to Members and the LAO, FMAS along with ISS staff developed an on-line supplies ordering service that will eventually be available across the LAO.

ALADDIN (Alberta Legislative Assembly Data Distribution and Information Network)

Following a presentation by House of Commons Deputy Principal Clerk on PRISM—an integrated information system allowing users to create a number of documents based on one set of data—the LAO put together a team to develop a similar project. The team's first task was to prepare a business plan for evaluation and possible implementation.

Information Support

Parliamentary Counsel drafted 16 Private Members' Public Bills and four Private Bills. Additionally, counsel reviewed a wide range of contracts and agreements: licensing, lease, employment and fee-for-service contracts, as well as other service arrangements.

Library Services responded to all information and reference requests within a 48-hour period; the majority of these were completed within 24 hours. Ninety-four per cent of requests for material were met through the Library's in-house print and electronic resources.

Public Information Branch (PIB) coordinated the production of several documents for Members. Electoral scrolls were presented to each of the newly-elected MLAs. *Hansard* staff coordinated production of the 24th Legislature photo montage and distributed it to each Member of that Legislature. As usually occurs during an election year, the number of congratulatory scrolls issued by the branch was down slightly.

New Committee Rooms

While Information Systems Services (ISS) led the project, Committee Clerks, PIB, FMAS, and other Legislature staff assisted with the initial planning, construction, and furnishing of the new committee rooms on the fourth floor of the Legislature Annex. Committee Clerks are responsible for booking the rooms, notifying branches whose services may be required and contacting the building superintendent regarding room set-up.

Support Services

Information Systems Services (ISS) provided laptops to 73 Members, giving them remote and on-site access through their offices and the Legislature Chamber. Ninety-four per cent of constituency offices were provided with high-speed Internet access. The branch also created a focus group to better meet constituency office needs. Six constituency representatives from across the province will work with ISS to identify priorities and solutions for technological issues. ISS also implemented a new point-of-sale system in the Legislative Assembly Interpretive Centre and Gift Shop.

Human Resource Services (HRS) continued the enhancement of its services in regards to development of self service online personal payroll options and general Web services, implementation of autonomous banking and in-house printing services. HRS also introduced auto debit services.

HRS continued to support constituency, caucus and LAO staff in regards to career training and counseling, first aid training, and ergonomics and wellness in the workplace.

Security Issues

Security in the Legislature Building became a key issue following the events in the United States on September 11. The Sergeant-at-Arms worked closely with the Solicitor General Protection Services staff to improve security in and around the Legislature Building and Annex. Considerable work was also dedicated to an evacuation plan for both buildings, and information was circulated to make sure all were aware of the procedures. In April, the Speaker's Office and the Sergeant-at-Arms launched a new pass card system for the House and its precincts to keep the Members' and opposition Members' lounges secure and prevent delays for those entering.

The Sergeant-at-Arms chaired the Legislature Business Resumption Planning Committee, which meets to ensure continuity of Legislature operations if a catastrophic event affected its operation. In addition, the Sergeant-at-Arms continued to serve on the Security Coordination Committee, to discuss and coordinate security issues related to the Legislature Building and surrounding areas.

The Sergeant-at-Arms' Office coordinated the provision of alarm permits on behalf of constituency offices for both the Edmonton and Calgary police service alarm bylaw programs and provided security for Members and the almost 9,000 spectators that were present in the galleries during the 2001 sittings.

Key Responsibility Area 3

Provision of an effective workplace to support Members

LAO staff attended various developmental conferences throughout the year. These conferences provided opportunities to network with others in similar fields, gain fresh perspective on issues and ensure that LAO staff and services are on par with national and international standards.

Constituency Staff attended orientation seminars in Calgary and Edmonton to introduce them to LAO services.

Training and Courses

Several LAO staff participated in first aid training over a two-day period.

Three new *Hansard* input editors from the Public Information Branch (PIB) took part in an intense three week in-house training program for the spring and fall sittings, with four being recruited in December 2001 to train in January 2002.

Library staff participated in several training programs, including sessions on Quicklaw, Infomart and Amicus. In addition, Legislature Library staff trained Members and their staff, as well as LAO staff, in the use of subscription databases and the use and evaluation of Internet resources.

New Staff

Human Resource Services (HRS) assisted branch managers in recruiting both permanent and sessional staff: 42 new employees were hired throughout the year. Some of those hires are as follows:

On November 13, a new Committee Clerk joined House Services to replace the previous Committee Clerk who left to pursue another opportunity.

The Web Coordinator and Publications Officer were transferred to the Clerk's Office to lay the ground work for the development of a communications function.

The Legislature Library hired a number of staff to cover the positions of those who were on leave, had transferred to other positions in the Library, or left to pursue other opportunities. This affected the positions of Library Clerk, Librarian/Researcher, Serials Librarian, Systems Librarian and Government Documents Librarian. The Assistant Legislature Librarian managed the Library while the Legislature Librarian was on leave.

In conjunction with LAO reorganization, Public Information Branch (PIB) hired an Editorial Assistant, who trained and worked as an input editor for the fall session, then began training as a copy editor. Between sessions, this employee undertook a number of writing, proofreading and research projects.

Ten new Pages were hired through the Provincial Page Program.

Organizational Changes

The Visitor Services Branch was placed under the Sergeant-at-Arms to form a new branch called Visitor, Ceremonial and Security Services. An administrative assistant was seconded from Visitor Services to assist the Sergeant-at-Arms' Office with new branch responsibilities.

In response to the changing needs of the LAO and large projects on the horizon, ISS established two groups: Client and Network Services, which handles daily operation activities, technical support and network infrastructure, and Planning and Development, which manages long-term projects, planning and application development.

Organizational Events

Annually, the Honourable Speaker Kowalski hosts a Staff Recognition Dinner. Staff from across the organization volunteered their time to plan and organize the festivities to ensure a successful event.

The Legislative Assembly supports its community by involvement with the United Way. LAO staff volunteered to be part of a committee that planned and participated in several fundraising events.

Professional Development and Training

The Clerk Assistant was appointed Vice-President of the Canadian Association of Clerks-at-the-Table, the Legislature Librarian served as Vice-President of the Association of Parliamentary Librarians in Canada (APLIC), the Digital Services Librarian served as Chair of the Alberta Government Libraries' Council Electronic Services Sub-Committee, and the Head of Visitor Services was appointed to the Board of Directors of the Canadian Capital Cities Organization (CCCO), which promotes tourism in Canada's capital cities. As well, the Director of Administrative and Information Systems Services served as Chair of the Canadian Association of Parliamentary Support Services (CAPSS), which provides a forum for knowledge sharing and development of contacts with participating parliaments.

Key Responsibility Area 4

Provision of support to maintain and develop the parliamentary system in Alberta

School Outreach Activities

Supporting the LAO's mandate to inform and educate the public on behalf of Members and the institution of Parliament, Visitor, Ceremonial and Security Services maintains several school programs. Two such programs are School-at-the-Legislature, which is targeted to Grade 6 students, and Mr. Speaker's Alberta Youth Parliament, which targets Grade 10 students.

School-at-the-Legislature

In June 2001, VCSS held a workshop in the School-at-the-Legislature classroom to prepare teachers for program participation. The School-at-the-Legislature Program involved 17 classes with a total of 464 students.

Mr. Speaker's Alberta Youth Parliament

The Sergeant-at-Arms and the Procedural Clerk attended two Alberta teachers' conferences to promote the Mr. Speaker's Alberta Youth Parliament that was held April 5 and 6, 2001. The youth parliament was a collaborative effort: Table Officers worked as advisors to students and teachers who attended the parliament, and *Hansard* staff produced the transcript. Additionally, the Sergeant-at-Arms, in conjunction with the Speaker's Office, facilitated the use of the Chamber and precincts for five other model parliaments.

Community Outreach Activities

Parliamentary Counsel remained the Alberta correspondent for two parliamentary publications: *Canadian Parliamentary Review* and the *Table Review*.

The Sergeant-at-Arms' Office produced a newsletter for Sergeants-at-Arms in Canada, which was also distributed to others in the Commonwealth. Throughout the year, the Sergeant-at-Arms spoke on security issues at the Strathcona Youth Justice Committee as well as other community organizations.

Public Information Branch (PIB) created a hands-on display for the Interpretive Centre that encourages visitors to sit at a computer station and transcribe portions of Members' speeches or complete a quiz.

The Library is gathering information from print and electronic sources and from a series of interviews with Speakers from 1963 to present to produce a book on the Speakers of Alberta.

Interparliamentary Relations

Headed by the Director of Human Resource Services and the Director of Administrative and Information Systems Services, LAO staff hosted the 40th Canadian Regional Conference of the Commonwealth Parliamentary Association. This conference welcomed delegates from across Canada and other Commonwealth countries.

The LAO formed the Canadian Association of Parliamentary Support Services (CAPSS). This group is comprised of human resource, finance, administration and information technology professionals from all legislatures across Canada. The first CAPSS conference was hosted in Edmonton. (See CPA section)

Ceremonial Events

Staff of House and Committee Services and Visitor, Ceremonial and Security Services provided extensive support to several ceremonial events over the year as outlined in the special events section of this report.

Comparative Statistics

House and Committee Services

Information Systems Services

Public Information Branch

Financial Management and Administrative Services

Visitor, Ceremonial and Security Services

Library Services



Canada Day 200
was open to the p

House and Committee Services

| | 2001 <i>First Session</i> 25th Legislature | 2001 <i>Fifth Session</i> 24th Legislature | 2000 <i>Fourth Session</i> 24th Legislature |
|--------------------------------------|---|---|--|
| <i>Day Sitzings (hours)</i> | | | |
| Spring | 25 (91) | 11 | 47 (178) |
| Fall | 10 (36) | 0 | 0 |
| <i>Evening Sitzings (hours)</i> | | | |
| Spring | 17 (61) | 0 | 34 (106) |
| Fall | 8 (1) | 0 | 7 (20) |
| <i>Government Bills</i> | | | |
| Introduced | 0 | 0 | 29 |
| Received Royal Assent | 0 | 0 | 0 |
| <i>Private Bills</i> | | | |
| Introduced | 4 | 0 | 5 |
| Received Royal Assent | 0 | 0 | 0 |
| <i>Private Members' Public Bills</i> | | | |
| Introduced | 0 | 0 | 0 |
| Received Royal Assent | 3 | 0 | 3 |
| <i>Government Motions</i> | | | |
| Debated | 22 | 0 | 26 |
| Agreed to | 0 | 0 | 25 |
| Withdrawn | 0 | 0 | 0 |
| <i>Private Members' Motions</i> | | | |
| Placed on Order Paper | 52 | 0 | 67 |
| Accepted | 6 | 0 | 9 |
| Rejected | 2 | 0 | 5 |
| Withdrawn | 0 | 0 | 0 |

| | 2001 First Session 25th Legislature | 2001 Fifth Session 24th Legislature | 2000 Fourth Session 24th Legislature |
|--|--|--|---|
| Written Questions | | | |
| Placed on Order Paper | 7 | 0 | 37 |
| Accepted | 2 | 0 | 22 |
| Rejected | | 0 | 3 |
| Withdrawn | 0 | 0 | 0 |
| Placed on Order Paper | | | |
| Accepted | 2 | 0 | 40 |
| Withdrawn | 0 | 0 | 0 |
| Committee of Supply (days) | | | 20 |
| Lottery Fund | | 0 | 2 |
| Supplementary | 2 | 0 | |
| Designated Supply Subcommittees (hours) | | 0 | 13.32 |
| Tablings | 613 | 0 | 1,322 |
| Petitions (excluding Private Bills) | | | |
| Presented | 42 | | 111 |
| Read and Received | 23 | 0 | 355 |
| Recognitions | | 0 | 81 |
| Members' Statements | | 0 | 80 |
| Ministerial Statements | 5 | | |
| Pages Published | | | 998 |
| Journals | 312 | 11 | 604 |
| Votes and Proceedings | | 0 | 707 |
| Ord. | | | |

Meetings of Standing and Special Committees of the Legislature – 2001

| Committee Name | Number of Meetings |
|--|--------------------|
| <i>Standing Committee on the Alberta Heritage Savings Trust Fund</i> | 4 |
| <i>Standing Committee on Legislative Offices</i> | |
| <i>Special Standing Committee on Members' Services</i> | 1 |
| <i>Standing Committee on Private Bills</i> | 1 |
| <i>Standing Committee on Public Accounts</i> | 8 |
| <i>Auditor General and Information and Privacy Commissioner Search Committee</i> | 1 |

Information Systems Services

| | 2001 | 2000 | 1999 | 1998 |
|----------------------------|-------|-------|-------|-------|
| <i>Equipment In Place</i> | | | | |
| Constituency work stations | 188 | 188 | 177 | 188 |
| Constituency printers | 120 | 120 | 110 | 120 |
| LAN work stations | 188 | 188 | 171 | 154 |
| LAN laser printers | 45 | 45 | 56 | 56 |
| Servers | 15 | 15 | 20 | 20 |
| Scanners | 22 | 18 | 4 | 3 |
| Notebook computers | 110 | 98 | 98 | 78 |
| <i>Equipment Replaced</i> | | | | |
| Obsolete work stations | 188 | 45 | 60 | 63 |
| Obsolete laser printers | 20 | 18 | 77 | 30 |
| Obsolete laptop computers | 30 | 12 | 6 | 11 |
| <i>Training</i> | | | | |
| Training days | 84 | 34 | 86 | 111 |
| <i>Help Desk Calls</i> | | | | |
| Help calls logged | 1,969 | 1,969 | 1,969 | 1,969 |

Public Information Branch

| | 2001 | 2000 |
|--|--------------|--------------|
| <i>Public Information and Subscriptions</i> | | |
| Public Information calls | 7,960 | 8,800 |
| Congratulatory scrolls | 2,500 | 2,500 |
| <i>Paid subscriptions</i> | | |
| Daily Hansard | 203 | 283 |
| Hansard bound volumes | 100 | 35 |
| Bills, Votes | 100 | 100 |
| Journals | 310 | 310 |
| <i>Complimentary Issues</i> | | |
| Daily Hansard | 329 | 269 |
| Hansard bound volumes | 100 | 100 |
| Bills, Votes | 457 | 457 |
| Order Paper | 384 | 384 |
| Hansard Index and on-line inquiries | 7 | 44 |
| Web site inquiries | 54 | 80 |
| <i>Assembly Statistics</i> | | |
| Hansard pages | 1,372 | 2,190 |
| <i>Standing and special committees</i> | | |
| Meetings reported | 24 | 25 |
| Meeting hours | 11 | 34 |
| Transcript pages | 250 | 260 |
| <i>Commonwealth Parliamentary Association Canadian Regional Conference</i> | | |
| Meetings reported | 12 | 0 |
| Meeting hours | 12 | 0 |
| Transcript pages | 180 | 0 |
| <i>Canadian Association of Parliamentary Support Services Conference</i> | | |
| Meetings reported | 2 | 0 |
| Meeting hours | 7 | 0 |
| Transcript pages | 107 | 0 |
| <i>Total Hansard, committee and miscellaneous transcript pages</i> | <i>1,932</i> | <i>2,450</i> |

Financial Management and Administrative Services

| | 2001 | 2000 | 1999 |
|--|--------|--------|--------|
| <i>Administrative</i> | | | |
| Constituency offices, moved | 20 | 3 | 5 |
| Constituency offices, new | 0 | 0 | 0 |
| Constituency offices, closed | 0 | 0 | 0 |
| Leases processed (new or renewals) | 46 | 88 | 6 |
| Telecommunications services installed or moved | 18 | 108 | 5 |
| Telecommunications services requests | 406 | 117 | 193 |
| Direct purchase orders issued | 1,000 | 1,000 | 1,111 |
| MLA purchase orders processed | 5,400 | 6,650 | 4,975 |
| Other requests processed | 2,670 | 2,575 | 2,350 |
| Special requests processed | 320 | 275 | 263 |
| <i>Financial*</i> | | | |
| Invoices coded and data entered | 18,142 | 17,111 | 20,019 |
| Payments issued | 10,834 | 10,834 | n/a |

* Note: Financial statistics are now based on the fiscal year. 2001 represents April 1, 2000, to March 31, 2001.

Visitor, Ceremonial and Security Services

| | 1999 | 2000 | 1999 |
|--|------------|------------|------------|
| <i>Visitors to Legislature and Interpretive Centre</i> | | | |
| Visitors on tour | 44,900 | 44,900 | 43,356 |
| Special events | 36,789 | 36,789 | 36,789 |
| Casual | 37,435 | 37,435 | 37,435 |
| Total visitors | 119,124 | 119,124 | 117,580 |
| <i>Tours and Programs</i> | | | |
| Regular tours | 2,846 | 2,846 | 2,846 |
| VIP tours | 24 | 24 | 24 |
| Educational programs | 492 | 492 | 492 |
| Public Service Orientation Tours | 2 | 4 | 2 |
| Gallery seats reserved | 5,572 | 5,572 | 5,572 |
| Volunteer hours | 103 | 103 | 103 |
| Gift Shop sales | \$ 220,466 | \$ 231,883 | \$ 220,466 |
| MLA promotional items | \$ 220,466 | \$ 231,883 | \$ 220,466 |

Library Services

| | 2001 | 2000 | 1999 |
|---|---------|---------|---------|
| Total number of volumes in the collection | 311,420 | 311,420 | 304,830 |
| Items borrowed for use outside the library | 4,567 | 4,374 | 5,493 |
| Items used on site | 3,477 | 3,394 | 3,924 |
| Number of session papers added to the collection | 613 | 1,355 | 1,110 |
| Number of requests requiring less than 15 minutes to complete | 4,284 | 4,639 | 5,117 |
| Number of requests requiring 15 minutes to one hour to complete | 663 | 803 | 536 |
| Number of requests requiring more than one hour to complete | 117 | 119 | 80 |
| MLA/LAO usage of the Library's Internet site | 12,457 | 6,814 | 5,471 |
| Number of times the on-line catalogue was accessed remotely | 8,019 | 4,025 | 5,090 |
| Number of inter-library requests from Members and staff | 275 | 520 | 288 |

Annual Report Estimates Chart

| | 2001-2002 | 2000-2001 |
|--|---------------|---------------|
| Human Resource Expenses | | |
| Earnings-management | | |
| Earnings-non-management | | |
| Employer contributions | 1,113,000 | 1,022,890 |
| Allowances and supplementary benefits | 221,000 | 189,975 |
| Operational Expenses | | |
| Travel | 1,586,000 | 1,530,160 |
| Advertising | 122,000 | |
| Insurance | | 53,100 |
| Postage and freight | 152,000 | 150,872 |
| Office equipment rental/purchase | 950,000 | 466,654 |
| Telecommunications | | 480,986 |
| Equipment repairs and maintenance | 59,000 | 55,125 |
| Data processing equipment and services | 778,000 | 375,500 |
| Hosting | 304,000 | |
| Other administration/supplies | 801,000 | 733,708 |
| Rentals | 3,000 | 2,040 |
| | 6,345,000 | |
| | | |
| | 7,595,000 | 7,050,011 |
| Members' Services Allowances | | |
| Constituency office allowances | 3,851,000 | 3,702,630 |
| Communication allowances | 1,136,000 | 1,104,928 |
| Promotion allowances | 304,000 | 304,252 |
| Revenues | | |
| Fees and permits | 0 | 0 |
| Other revenue | 167,000 | 182,600 |
| Subtotal | (167,000) | |
| Fiscal pressure contingency | 350,000 | |
| Election contingency | 0 | 2,100,000 |
| Transition Allowance | 2,100,000 | 0 |
| | 450,000 | 2,100,000 |
| Total | \$ 29,671,000 | \$ 22,000,000 |

Note: These were the original estimates approved by the Legislative Assembly; the funds transferred from the Chief Electoral Officer's Office are not included here.

Legislative Assembly Office

Financial Statements—As at March 31, 2001

Auditor's Report

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Schedule 2 – Salary and Benefits Disclosure



The Royal Canadian Legion Full Colour Party at the Annual Poppy Presentation in the Legislature Rotunda.



AUDITOR'S REPORT

To the Speaker of the Legislative Assembly

I have audited the statement of financial position of the Legislative Assembly Office at March 31, 2001 and the statements of changes in net liabilities, operations, and changes in cash flows for the year then ended. These financial statements are the responsibility of the Office's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Office as at March 31, 2001 and the results of its operations and the changes in its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

A handwritten signature in dark ink, reading 'Peter Valentine' in a cursive script.

Peter Valentine, FCA
Auditor General

Edmonton, Alberta
December 21, 2001

Statement of Financial Position

As at March 31, 2001

| | 2001 | 2000 |
|---|--------------|--------------|
| Assets | | |
| Current assets | | |
| Cash | \$ 6,169 | \$ 6,169 |
| Prepaid lease payment | 80,000 | — |
| Accounts receivable and advances | 204,454 | 306,004 |
| Inventory held for sale | 229,429 | 211,000 |
| | | |
| Capital assets: (Note 4) | 764,022 | 879,122 |
| | \$ 1,282,624 | \$ 1,133,598 |
| Liabilities & net liabilities | | |
| Current liabilities: | | |
| Accounts payable and accrued liabilities | \$ 716,965 | \$ 728,289 |
| Members' transition allowance liability (Notes 5 & 6) | 4,713,315 | 5,353,277 |
| Vacation pay liability | 632,013 | 632,682 |
| | 5,345,328 | 5,985,959 |
| Net liabilities | (4,779,669) | (5,580,650) |
| | \$ 1,282,624 | \$ 1,133,598 |

The accompanying notes and schedules are part of these financial statements.

Statement of Changes in Net Liabilities

For the year ended March 31, 2001

| | 2001 | 2000 |
|--------------------------------------|----------------|----------------|
| Net liabilities at beginning of year | \$ (5,580,650) | \$ (5,580,650) |
| Net operating results | (23,266,185) | (22,735,203) |
| Net transfer from general revenues | 24,067,166 | 22,767,318 |
| Net liabilities at end of year | \$ (4,779,669) | \$ (5,580,650) |

The accompanying notes and schedules are part of these financial statements.

Statement of Operations *For the year ended March 31, 2001*

| | 2001 2000 | 2001 2000 | 2000 1999 |
|--|--------------|-----------------|-----------------|
| Revenues: | | | |
| Gift Shop sales, services and fees | | | \$ 165,484 |
| | | | 505,328 |
| (for accommodation costs provided at no charge) | | | |
| | 182,600 | 218,679 | 218,679 |
| Financial Management and administrative services | 1,264,419 | 1,186,729 | 1,186,729 |
| Government Members' services | 1,963,206 | 1,597,080 | 1,495,957 |
| House services | 1,466,348 | 1,597,080 | 1,597,080 |
| Human Resource Services | 528,247 | 45,265 | 475,027 |
| Independent Members' services | | 45,265 | 45,265 |
| Information systems | 1,148,814 | 1,148,814 | 1,214,984 |
| Legislative committees | 178,119 | 178,119 | 178,119 |
| Legislature Library | | 1,177,280 | 1,000,905 |
| MLA administration | 16,299,764 | 16,299,764 | 16,299,764 |
| New Democrat Opposition services | | 314,403 | 314,403 |
| Office of the Speaker | 314,403 | 1,116,432 | 1,116,432 |
| Official Opposition services | 1,116,432 | 1,116,432 | 1,116,432 |
| Public Information Branch | | | |
| Vacant electoral division | | | |
| | 26,741,215 | 26,741,215 | 26,741,215 |
| Accommodation costs | | 599,060 | 599,060 |
| Capitalization of assets expensed as supplies | | | (462,502) |
| Amortization of capital assets (Note 3(b)) | | | 436,469 |
| (Reduction in) provision for Members' transition allowance liability | | (639,962) | 870,525 |
| (Reduction in) provision for vacation pay liability | | | |
| Asset expensed as lease payment | | (80,000) | |
| Provision for employee benefit liability | | | |
| Provision for doubtful accounts receivable | | | |
| Net consumption of inventory | | (2,083) | (2,826) |
| | | 24,080,447 | 23,406,015 |
| Net operating results | | \$ (23,266,185) | \$ (22,735,203) |

The accompanying notes and schedules are part of these financial statements.

Statement of Cash Flows

For the year ended March 31, 2001

| | 2001 | 2000 |
|--|-----------------|-----------------|
| Operating transactions: | | |
| Net operating results | \$ (23,266,185) | \$ (22,735,203) |
| Add non-cash charges | | |
| Provision for doubtful accounts receivable | 1,418,444 | 1,418,444 |
| Amortization of capital assets | 479,208 | 436,469 |
| (Decrease) increase in vacation pay liability | (669) | 43,045 |
| Increase in prepaid lease payment | (80,000) | — |
| Decrease in accounts receivable and advances | 60,435 | (1,146) |
| Decrease (increase) in inventory | 2,083 | (2,826) |
| Decrease in accounts payable and accrued liabilities | (11,324) | (295,096) |
| Decrease (increase) in transition allowance | (1,000) | (1,000) |
| Decrease in long-term disability insurance liability | — | (14,197) |
| Decrease in pension liability | — | (622,580) |
| Cash used by operating transactions | (23,415,299) | (22,300,847) |
| Investing transactions: | | |
| Acquisition of capital assets | (653,317) | (462,502) |
| Financing transactions: | | |
| Net transfer from general revenues | 24,067,166 | 22,767,318 |
| Net cash provided (used) | (1,450) | 3,969 |
| Cash, beginning of year | 6,169 | — |
| Cash, end of year | \$ 4,719 | \$ 6,169 |

The accompanying notes and schedules are part of these financial statements.

Notes to the Financial Statements

For the year ended March 31, 2001

Note 1 Authority

The Legislative Assembly Office (the "Office") is operated under the authority of the Legislative Assembly Act. Annual operating budgets are approved by the Special Standing Committee on Members' Services.

Note 2 Purpose

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly Office will:

1. Support Members in carrying out their roles as elected representatives of the people of Alberta.
2. Support the Speaker of the Legislative Assembly in carrying out the duties of the office.
3. Record the proceedings and maintain and preserve the records of the Legislative Assembly.
4. Inform and educate the public on behalf of Members and the institution of Parliament.
5. Support the Assembly in protecting its institutions and privileges.
6. Support the exchange of ideas and information among Legislatures throughout the world.
7. Provide services to external clients as required.

Note 3 Summary of Significant Accounting Policies and Reporting Practices

These financial statements are prepared in accordance with the following accounting policies:

a) Reporting Entity

The reporting entity is the Legislative Assembly Office for which the Clerk of the Legislative Assembly is responsible.

The Office operates within the General Revenue Fund (the "Fund"). The Fund is administered by the Provincial Treasurer. All receipts of the Office are deposited into the Fund and all disbursements made by the Office are paid from the Fund. The net transfer from the General Revenues is the difference between all cash receipts and all cash disbursements made.

b) Basis of Financial Reporting

Revenues

All revenues are reported on the accrual basis of accounting.

Expenses

Expenses represent the costs of resources consumed during the year on the Office's operations.

Pension expense included as part of the employer's share of employee benefits, or as a valuation adjustment

to record the change in pension liability, comprises:

- (i) the cost of pension benefits earned by employees during the year,
- (ii) interest on the Office's share of the unfunded pension liability,
- (iii) amortization of deferred adjustments over the expected average remaining service life of employees,
- (iv) adjustments to the pension obligation in the event that there is reasonable assurance that a gain or loss has been realized, and
- (v) the effect of the change in the ratio used to allocate the plan's total unfunded liability to participating entities.

Valuation Adjustments

Valuation adjustments include changes in the valuation allowances used to reflect assets at their net recoverable or other appropriate value. Valuation adjustments also represent the change in management's estimate of future payments arising from obligations relating to vacation pay and transition allowance. Furthermore, accommodation costs, provided by Alberta Infrastructure at no cost, are included in valuation adjustments so as to show the entire cost of the operation of the Office.

Assets

Financial assets of the Office are limited to financial claims such as advances to and accounts receivable from other organizations, employers and other individuals.

Inventory held for sale is reported at the lower of cost and net realizable value.

Capital assets of the Office are recorded at historical cost and amortized on a straight-line basis, over the estimated useful lives of the assets, invoiced at \$2,500 or greater, as follows:

| | |
|--------------------------------|----------|
| Computer hardware and software | 3 years |
| Office equipment | 5 years |
| Furniture | 10 years |

The Office follows government budgetary practices that allow funds from an operating budget to be used to purchase capital assets. These purchases are included in expenses on the statement of operations, but are then removed from expenses through a valuation adjustment and are capitalized and amortized over their useful lives.

The fair value of accounts receivable and advances are estimated to approximate their book values.

Liabilities

Liabilities include all financial claims payable by the Office at fiscal year-end.

The Members' Transition Allowance is estimated based on Members' years of service and their most recent indemnity and expense allowance amounts. The annual charge is the amount that is estimated to have been earned by Members during the year.

The fair values of accounts payable and accrued liabilities and vacation pay liability are estimated to approximate their book values.

Net Liabilities

Net liabilities represent the difference between the value of assets held by the Office and its liabilities.

Note 4 Capital Assets

| | 2001 | | | 2000 |
|--------------------------------|--------------|-------------------------------------|---------------------------|-----------------------|
| | | <i>Accumulated Amortization</i> | <i>Net Book Value</i> | <i>Net Book Value</i> |
| Office equipment | \$ 63,562 | \$ 16,465 | \$ 47,097 | \$ 47,097 |
| Furniture | 361,946 | 70,001 | 291,945 | 291,945 |
| Computer hardware and software | 2,128,578 | 1,703,598 | 424,980 | 392,250 |
| | \$ 2,554,086 | \$ 1,780,064 | \$ 764,022 | \$ 589,913 |

Note 5 Members' Transitional Allowance

The Office implemented a Members' Transition Allowance on October 1, 1998. The provisions of the allowance were established in accordance with Members' Allowances Order (RMSC 1992, c. M-1, as amended, Section 9.)

A transition allowance is paid to every Member at the time of dissolution of the Legislature, unless they are re-elected in the next election. Members who resign their seats are also eligible for the allowance.

The allowance is calculated by multiplying the highest rate of a Member's monthly indemnity and expense allowances by one month for every year of service prior to March 20, 1989, and two months for every year of service from March 20, 1989, up to a maximum of 12 years. The most recent years of service are counted first, and there is no credit for years of service where the Member has previously received a payment under Section 9 or the predecessor Section. Eligible recipients may elect to be paid the allowance over a period of up to four years. (Note 6)

Note 6 Subsequent Event

On August 7, 2001, the Special Select Standing Committee of the Assembly on Members' Services passed the Members' Allowance Amendment Order (No. 8). Consequently, section 9 of the Members' Allowance Order was repealed and amended.

Under the amended section 9, the amount paid for service commencing on or after March 20, 1989, is determined by multiplying three months' salary, based on the average

monthly salary for the three calendar years in which the person received their highest salary, by the number of years the person served as a Member on or after March 20, 1989. For service periods prior to March 20, 1989, the allowance is still calculated by multiplying the highest rate of a Member's monthly indemnity and expense allowances, for one month for every year of service prior to March 20, 1989 with no year restrictions. There is no credit for years of service where the Member has previously received a payment under Section 9 or the predecessor section. Eligible recipients may elect to be paid the allowance over a period of up to four years.

In the event of death of an active Member, a transition allowance equivalent to the amount owed at passing is paid to the Member's estate.

The change in the calculation of the Members' transition allowance will be reported in the March 31, 2002 financial statements. The liability is estimated to be \$12 million for the year ended March 31, 2002, with the estimate based on the following assumptions:

1. The "average monthly salary for the three calendar years in which the person received their highest salary" is represented by remuneration received by Members in July, 2001.
2. Length of service is calculated assuming service ends on March 31, 2002.

Note 7 Pension Liability

The Office participates in the following multiemployer pension plans: Management Employees Pension Plan and Public Service Pension Plan. The Office also participates in

the multiemployer Supplementary Retirement Plan for Public Service Managers established by the government effective July 1, 1999. The expense for these pension plans is equivalent to the annual contributions of \$314,872 for the year ending March 31, 2001 (2000 - \$264,080).

At December 31, 2000, the Management Employees Pension Plan reported a surplus of \$104,658,000 (1999 - \$46,019,000) and the Public Service Pension Plan reported a surplus of \$635,084,000 (1999 - \$517,020,000). At December 31, 2000, the Supplementary Retirement Plan for Public Service Managers had a surplus of \$180,000 (2000-\$33,000).

Note 8 Budget

| | |
|---|---------------|
| Expenses: | |
| 2000-2001 budget | \$ 26,727,215 |
| 2000-2001 actual expenses (excluding valuation adjustments) | (24,297,677) |
| 2000-2001 unexpended (excluding valuation adjustments) | \$ 2,429,538 |

^{a)} Legislative Assembly Estimates released on February 24, 2000.

Note 9 Approval of Financial Statements

These financial statements were approved by the Clerk of the Legislative Assembly.

Expenses Detailed by Object

For the year ended March 31, 2001

| | 2001 | | 2000 |
|--|---------------|---------------|---------------|
| | Budget | Actual | Actual |
| Expenses: | | | |
| Salaries, wages and employer contributions | | | |
| Legislative Assembly Office Staff (Schedule 2) | | \$ 4,719,376 | \$4,122,962 |
| Constituency Office, caucus, and other staff | | 4,871,597 | 4,937,213 |
| | 7,506,653 | 9,590,973 | 9,060,175 |
| Supplies and services | 10,505,884 | 6,894,083 | 6,540,670 |
| Grants | 3,460 | 1,800 | |
| Payments to MLAs and Executive Council | | 7,810,821 | |
| Total Expenses | \$ 26,727,215 | \$ 24,297,677 | \$ 22,015,976 |

Schedule 2

Salary and Benefits Disclosure

For the year ended March 31, 2001

| | (A) | | | 2000 |
|---|-----------------------|--------------------------------------|------------|------------|
| | Salary ⁽¹⁾ | Benefits & Allowances ⁽²⁾ | Total | Total |
| Senior Official Clerk of the Legislative Assembly | \$ 166,293 | \$ 33,682 | \$ 166,293 | \$ 166,293 |
| Senior Financial Officer | | 15,527 | 15,527 | 94,649 |
| Senior Parliamentary Counsel | 107,614 | 17,882 | 125,496 | 125,496 |
| Senior Parliamentary Counsel | | 15,705 | 116,844 | 84,345 |
| Director, Public Information Branch | 55,508 | 15,140 | 70,648 | 78,720 |
| Director, Human Resource Services | 84,300 | 13,603 | 97,903 | 80,055 |
| Legislature Librarian | 75,422 | 12,284 | 87,706 | 76,057 |
| Assistant Legislature Librarian | 76,854 | 12,922 | 89,776 | 73,236 |
| Clerk Assistant | 80,600 | | 93,799 | 75,511 |
| Sergeant-At-Arms | 76,213 | 12,892 | 89,105 | 69,575 |
| Manager, Financial Management and Administrative Services | 65,635 | 10,836 | 76,471 | 58,880 |
| Other Managers | 130,070 | 19,672 | 149,742 | 149,742 |
| Manager Sub-total | 964,842 | 159,662 | 1,124,504 | 899,395 |
| Other salaried staff | 2,338,006 | 355,028 | 2,693,034 | 2,390,825 |
| Non-salaried staff ⁽³⁾ | 689,603 | 45,942 | 735,545 | 684,453 |

Salary includes regular base pay, bonuses, overtime, lump sum payments and any other direct cash remuneration.

⁽²⁾ Benefits and allowances include the Legislative Assembly Office's share of all employee benefits and contributions made on behalf of employees including pension, health care, dental coverage, group life insurance, short and long-term disability plans.

⁽³⁾ Automobile is provided, no dollar amount included in benefits and allowances figures.

⁽⁴⁾ Includes vacation payout.

Non-salaried staff includes all wage staff and others remunerated on an hourly basis with exception of salaries and benefits paid under the STEP program.

Legislative Assembly Office

Financial Statements—As at March 31, 2002

Auditor's Report

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Statement of Changes in Net Liabilities

Statement of Operations

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Statement of Financial Position
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Statement of Operations
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AUDITOR'S REPORT

To the Speaker of the Legislative Assembly

I have audited the statement of financial position of the Legislative Assembly Office at March 31, 2002 and the statements of operations, cash flows, and changes in net liabilities for the year then ended. These financial statements are the responsibility of the Office's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Legislative Assembly Office as at March 31, 2002 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Fred Dunn, CA
Auditor General

Edmonton, Alberta
August 2, 2002

Statement of Financial Position

As at March 31, 2002

| | 2002 | 2001 |
|--|---------------------|--------------------|
| Assets | | |
| Current assets: | | |
| Cash | \$ 6,169 | \$ 1,114 |
| Prepaid lease payment | 21,038 | 1,420 |
| Accounts receivable and advances | 363,835 | 204,454 |
| Inventory held for resale | 239,665 | 229,429 |
| | 631,007 | 1,765 |
| Capital assets (Note 4) | 1,126,152 | 764,022 |
| | \$ 1,757,159 | \$1,282,624 |
| Liabilities & net liabilities | | |
| Current liabilities: | | |
| Accounts payable and accrued liabilities | \$ 1,052,807 | \$716,965 |
| Members' transition allowance liability (Note 6) | 11,714,289 | 4,713,315 |
| Vacation pay | 705,992 | 632,013 |
| | 12,420,281 | 5,345,328 |
| Net liabilities | (11,715,929) | (4,779,669) |
| | \$ 1,757,159 | \$1,282,624 |

The accompanying notes and schedules are part of these financial statements.

Statement of Changes in Net Liabilities

For the year ended March 31, 2002

| | 2002 | 2001 |
|--------------------------------------|-----------------|----------------|
| Net liabilities at beginning of year | \$ (4,779,669) | \$ (5,580,650) |
| Net operating results | (33,609,136) | (23,266,185) |
| Net transfer from general revenues | 26,672,876 | 24,067,166 |
| Net liabilities at end of year | \$ (11,715,929) | \$ (4,779,669) |

The accompanying notes and schedules are part of these financial statements.

Statement of Operations *For the year ended March 31, 2002*

| | 2002 <i>(Note 8)</i> | 2002 Actual | 2001 |
|--|-------------------------|----------------|-----------------|
| Revenues: | | | |
| Gift Shop sales, services, and fees | | | \$ 159,975 |
| Contribution from Alberta Infrastructure for accommodation costs provided at no charge (Note 5) | | | 55,227 |
| | | | 599,060 |
| | 167,000 | 1,586,560 | |
| Expenses: | | | |
| Voted: | | | |
| Financial management and administrative services | | 1,444,419 | |
| Government Members' services | 2,401,000 | 1,990,392 | 1,597,080 |
| House services | 1,773,000 | 2,674,041 | |
| Human resource services | 559,000 | | 499,183 |
| Independent Members' services | | | 45,265 |
| Information systems | 2,039,000 | | 1,552,746 |
| Legislative committees | | | 94,807 |
| Legislature Library | 1,268,000 | 1,202,914 | 1,177,280 |
| MLA administration | 20,544,000 | 19,397,905 | 14,415,097 |
| New Democrat Opposition services | 263,000 | 289,757 | 244,440 |
| Office of the Speaker | 334,000 | 331,278 | 320,322 |
| Official Opposition services | 727,000 | 765,287 | 1,081,273 |
| Public Information Branch | | | |
| | | | |
| Valuation adjustments: | | | |
| Accommodation costs (Note 5) | | 1,286,882 | 599,060 |
| Capitalization of assets expensed as supplies | | (1,429,608) | (653,317) |
| Amortization of capital assets (Note 4) | | 1,067,478 | 479,208 |
| Provision for (reduction in) members' transition allowance (Note 6) | | 3,277,375 | (639,962) |
| Provision for (reduction in) vacation pay (Note 9) | | 53,979 | |
| Lease payment expensed (capitalized) | | 58,962 | |
| Provision for employee benefit liability | | | |
| Provision for doubtful accounts receivable | | | |
| Increase in inventory held | | (10,236) | (2,083) |
| | | 4,304,832 | (217,230) |
| | | 35,195,696 | |
| Net operating results | | \$(33,609,136) | \$ (23,266,185) |

The accompanying notes and schedules are part of these financial statements.

Statement of Cash Flows

For the year ended March 31, 2002

| | 2002 | 2001 |
|---|-----------------|-----------------|
| Operating Transactions: | | |
| Net operating results | \$ (33,609,136) | \$ (23,266,185) |
| Add non-cash charges: | | |
| Provision for doubtful accounts receivable | | |
| Amortization of capital assets | 1,067,478 | 479,208 |
| Increase (decrease) in vacation pay | 73,979 | (669) |
| Decrease (Increase) in prepaid lease payment | 58,962 | (80,000) |
| Decrease (Increase) in prepaid interest | 10,000 | 60,435 |
| (Increase) Decrease in inventory | (10,236) | 2,083 |
| Increase (decrease) in accounts payable and accrued liabilities | 335,842 | (11,324) |
| Increase (decrease) in transition allowance | 7,000,974 | 639,962 |
| Cash used by operating transactions | (23,241,581) | (23,415,299) |
| Investing transactions: | | |
| Acquisition of capital assets | (1,429,608) | (653,317) |
| Financing transactions: | | |
| Net transfer from general revenues | 26,672,876 | 24,067,166 |
| Net cash provided (used) | 1,750 | (1,450) |
| Cash, beginning of year | 4,719 | 6,169 |
| Cash, end of year | \$ 6,469 | \$ 4,719 |

The accompanying notes and schedules are part of these financial statements.

Notes to the Financial Statements

For the year ended March 31, 2002

Note 1 Authority

The Legislative Assembly Office (the "Office") is operated under the authority of the Legislative Assembly Act. Annual operating budgets are approved by the Special Standing Committee on Members' Services.

Note 2 Purpose

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly Office will:

1. Support Members in carrying out their roles as elected representatives of the people of Alberta.
2. Support the Speaker of the Legislative Assembly in carrying out the duties of the Office.
3. Record the proceedings and maintain and preserve the records of the Legislative Assembly.
4. Inform and educate the public on behalf of Members and the institution of Parliament.
5. Support the Assembly in protecting its institutions and privileges.
6. Support the exchange of ideas and information among Legislatures throughout the world.
7. Provide services to external clients as required.

Note 3 Summary of Significant Accounting Policies and Reporting Practices

These financial statements are prepared in accordance with the following accounting policies:

a) Reporting Entity

The reporting entity is the Legislative Assembly Office for which the Clerk of the Legislative Assembly is responsible.

The Office operates within the General Revenue Fund (the "Fund"). The Fund is administered by the Minister of Finance. All receipts of the Office are deposited into the Fund and all disbursements made by the Office are paid from the Fund. The net transfer from the General Revenues is the difference between all cash receipts and all cash disbursements made.

b) Basis of Financial Reporting

Revenues

All revenues are reported on the accrual basis of accounting.

Expenses

Expenses represent the costs of resources consumed during the year on the Office's operations.

Valuation Adjustments

Valuation adjustments include changes in the valuation allowances used to reflect assets at their net recoverable or other appropriate value. Valuation adjustments also represent the change in management's estimate of future payments arising from obligations relating to vacation pay and transition allowance. Furthermore, accommodation costs, provided by Alberta Infrastructure at no cost, are included in valuation adjustments so as to show the entire cost of the operation of the Office.

Assets

Financial assets of the Office are limited to financial claims such as cash, advances to and accounts receivable from other organizations, employers and other individuals.

Inventory held for sale is reported at the lower of cost and net realizable value.

Capital assets of the Office are recorded at historical cost and amortized on a straight-line basis, over the estimated useful lives of the assets, invoiced at \$2,500 or greater, as follows:

| | |
|--------------------------------|----------|
| Computer hardware and software | 2 years |
| Office equipment | 5 years |
| Furniture | 10 years |

The Office follows government budgetary practices that allow funds

from an operating budget to be used to purchase capital assets.

These purchases are included in expenses on the statement of operations, but are then removed from expenses through a valuation adjustment and are capitalized and amortized over their useful lives.

The fair value of cash accounts receivable, and advances are estimated to approximate their book values.

Liabilities

Liabilities include all financial claims payable by the Office at fiscal year end.

The Members' Transition Allowance is estimated based on Members' years of service and their most recent remuneration amounts. The annual charge is the amount that is estimated to have been earned by Members during the year.

The fair values of accounts payable and accrued liabilities and vacation pay liability are estimated to approximate their book values.

Net Liabilities

Net liabilities represent the difference between the value of assets held by the Office and its liabilities.

Note 4 Capital Assets

| | 2002 | | | 2001 |
|--------------------------------|-------------|-----------------------------|-------------------|-------------------|
| | | Accumulated Amortization | Net Book Value | Net Book Value |
| Office equipment | \$ 80,439 | \$32,552 | \$47,887 | \$47,887 |
| Furniture | 652,321 | 135,234 | 517,087 | 291,945 |
| Computer hardware and software | | 2,689,757 | 561,178 | 424,980 |
| | \$3,983,695 | \$2,857,543 | \$1,126,152 | \$ 764,022 |

At the recommendation of the Legislative Assembly Technology Management Committee, the Members' Services Committee approved a change in the upgrade policy for computer hardware and software from three years to two years effective 2001-2002.

This change in policy has resulted in a significant increase in amortization taken in the current year.

Note 5 contribution from Alberta Infrastructure

Included in the \$1,286,882 contribution from Alberta Infrastructure is \$851,227 for the construction of the new committee rooms in the Legislature Annex.

Note 6 Members' Transition Allowance

The Office implemented a Members' Transition Allowance on October 1, 1998. The provisions of the allowance were established in accordance with Members' Allowances Order (RMSC 1992, c. M-1, as amended, Section 9.)

A transition allowance is paid to every Member at the time of dissolution of the Legislature unless they are re-elected in the next election. Members who resign their seats are also eligible for the allowance.

On August 7, 2001, the Special Select Standing Committee of the Assembly on Members' Services passed the Members' Allowance Amendment Order (No. 8). Consequently, section 9 of the Members' Allowance Order was repealed and amended.

Under the amended section 9, the amount paid for service commencing on or after March 20, 1989, is determined by multiplying three months' salary, based on the average monthly salary for the three calendar years in which the person received their highest salary, by the number of years the person served as a Member on or after March 20, 1989. "Salary" includes the MLA indemnity and expense allowance and remuneration for a Member of Executive Council, the Speaker, the Deputy Speaker, the Deputy Chairman of

Committees, the Leader of the Official Opposition, the leader of a recognized opposition party, or a Member holding a position described in section 3(2) of the Members' Allowances Order (RMSC 1992, c. M-1, as amended) For service periods prior to March 20, 1989, the allowance is still calculated by multiplying the highest rate of a Member's monthly indemnity and expense allowances, for one month for every year of service prior to March 20, 1989 with no year restrictions. There is no credit for years of service where the Member has previously received a payment under Section 9 or the predecessor section. Eligible recipients may elect to be paid the allowance over a period of up to four years.

In the event of death of an active Member, a transition allowance equivalent to the amount owed at passing is paid to the Member's estate.

A portion of the increase in the liability is now being treated as a voted expense as directed by Alberta Finance. This voted expense component is equal to the amount approved by the Members' Services Committee. The difference in the increase in the liability and the amount treated as a voted expense will continue to be a valuation adjustment. As a result, \$4,200,000 has been treated as a voted expense for this fiscal period.

Note 7 Defined Benefit Plans

The Office participates in the following multi-employer pension plans: Management Employees Pension Plan and Public Service Pension Plan. The Office also participates in the multi-employer Supplementary Retirement Plan for Public Service Managers established by the government effective July 1, 1999.

The expense for these pension plans is equivalent to the annual contributions of \$367,337 for the year ending March 31, 2002 (2001 - \$314,872).

At December 31, 2001, the Management Employees Pension Plan reported a surplus of \$5,338,000 (2000 - \$170,858,000) and the Public Service Pension Plan reported a surplus of \$320,487,000 (2000 - \$635,084,000).

At December 31, 2001, the Supplementary Retirement Plan for Public Service Managers had a deficiency of \$399,000 (2000-surplus \$180,000).

The Office also participates in a multi-employer Long Term Disability Continuance Plan. At March 31, 2002, the Management, Opted Out and Excluded Plan reported an actuarial deficiency of \$2,656,000 (2001-\$4,583,000). The expense for this plan is limited to employer's annual contributions for the year.

Note 8 Budget

| | |
|---|---------------|
| Expenses: | |
| 2001-2002 budget | \$ 29,838,000 |
| 2001-2002 supplementary estimate | 2,797,000 |
| 2001-2002 total budget | 32,635,000 |
| 2001-2002 actual expenses (excluding valuation adjustments) | (30,890,864) |
| 2001-2002 unexpended (excluding valuation adjustments) | \$1,744,136 |

Office of the Legislative Assembly Estimates released on April 24, 2001.

Supplementary Estimates—General Revenue Fund released in Fall Session, 2001.

Note 9 Approval of Financial Statements

These financial statements were approved by the Clerk of the Legislative Assembly.

Expenses Detailed by Object

For the year ended March 31, 2002

| | 2002 | | 2001 |
|--|---------------|---------------|---------------|
| | Budget | | |
| Salaries, wages and employer contributions | \$ 8,410,863 | \$ 10,530,020 | \$ 9,590,973 |
| Supplies and services | 12,277,437 | 8,649,386 | |
| Grants | 3,000 | | |
| Payments to MLAs and Executive Council | 11,943,700 | 11,711,458 | |
| Total Expenses | \$ 32,635,000 | \$ 30,890,864 | \$ 24,297,677 |

Schedule 2

Salary and Benefits Disclosure

For the year ended March 31, 2002

| | 2002 | | | 2001 |
|---|-----------------------|--------------------------------------|------------|------------|
| | Salary ⁽¹⁾ | Benefits & Allowances ⁽²⁾ | Total | Total |
| Senior Official Clerk of the Legislative Assembly | \$ 11,207 | \$ 36,482 | \$ 47,689 | \$ 47,689 |
| Senior Management Team | | | | |
| Senior Financial Officer | 95,302 | 16,745 | 112,047 | 120,118 |
| Senior Parliamentary Counsel | 78,507 | 17,974 | 96,481 | 125,496 |
| Senior Parliamentary Counsel | 12,486 | 17,280 | 29,766 | 18,886 |
| Director, Human Resource Services | 72,381 | 13,514 | 85,895 | 97,903 |
| Legislature Librarian | 65,625 | 12,571 | 78,196 | 87,706 |
| Clerk Assistant | 73,226 | 12,571 | 85,797 | 93,799 |
| Director of Visitor, Ceremonial, & Security Services and Sergeant-At-Arms | 72,252 | 12,840 | 85,092 | 89,105 |
| Manager Sub-total | 576,118 | 105,466 | 681,584 | 737,867 |
| | \$ 731,478 | \$ 141,948 | \$ 873,426 | \$ 904,160 |

Salary includes regular base pay, bonuses, vacation payouts, overtime and lump sum payments.

Benefits and allowances include the Legislative Assembly Office's share of all employee benefits and contributions made on behalf of employees including pension, health care, dental coverage, group life insurance, short and long-term disability plans and WCB premiums. Automobile is provided; no dollar amount included in benefits and allowances figures.

Salary includes the following vacation payouts: Clerk of the Legislative Assembly \$4,787 (2001–Nil); Senior Financial Officer \$3,418 (2001 \$3,255); Senior Parliamentary Counsel \$735 (2002 Nil); Director Human Resource Services \$2,747 (2001 \$2,616); Legislature Librarian \$1,305 (2001–Nil); Clerk Assistant \$ 2,626 (2001 \$2,501); Director of Visitor, Ceremonial & Security Services and Sergeant-At-Arms \$2,591 (2001–Nil).

Special Events 2001

Family Day

On February 18, the Legislature pedway was full of family activities and entertainment. Highlights of the event were a children's carnival, a traveling zoo, hot chocolate and Legislature tours. Over 5,100 visitors attended the event.

Eid-ul-Adha

On March 15, a celebration to recognize the Muslim festival of Eid-ul-Adha was held in the Legislature Rotunda. This festival celebrates the end of the annual pilgrimage (Haji) to Mecca. The Ismaili Council for Edmonton made a presentation on behalf of Muslims in Edmonton to the Alberta School for the Deaf.

The 75th Anniversary of l'Association canadienne-française de l'Alberta

On March 29, Speaker Kowalski hosted a ceremony to commemorate the 75th anniversary of l'Association canadienne-française de l'Alberta which included remarks from Speaker Kowalski, Premier Klein, Dr. Nicol, Dr. Pannu, Mr. Denis Ducharme and a representative from the Canadian Francophone Association of Alberta.

Mr. Speaker's Alberta Youth Parliament

The third annual Mr. Speaker's Alberta Youth Parliament was held on April 5 and 6. Eighty-three Grade 10 students represented their constituencies during the program sponsored by the Alberta-Northwest Territories Command of the Royal Canadian Legion. The program involved eight teachers from across the province.

Edmonton Regional Heritage Fair

On May 11 and 12, the 6th annual Edmonton Regional Heritage Fair was hosted in the Legislature pedway. The fair displayed 229 Canadian Heritage projects by 365 students from 17 schools.

Legislative Assembly Page Speech Competition

The 7th annual provincial page speech competition, sponsored by TransAlta, was held on June 5, 2001. Deputy Speaker Don Tannas judged the competition along with representatives from TransAlta and the coordinator of the Alberta Debate and Speech Association. Last year's winners were Baldip Sihota, first place; Laura Gill, second place; and Tim Jolly, third place.

Canada Day

On Canada Day the floor of the Legislature Chamber was open to the public. The event attracted a record of over 12,500 visitors to the building and grounds. The event also featured a 21 gun salute, a military display, the ERIC Criterion bike race, a children's carnival and entertainment.

Book of Condolence

September 12-14, the public was invited to the Legislature Rotunda to express condolences to the friends, families and colleagues of the victims of the September 11 Terrorist Attack. These books were forwarded to the Consul General of the United States.



The Honourable Ken Kowalski, Speaker, with the U of A Alberta Mixed Chorus, at

Poppy Presentation

The Royal Canadian Legion launched its national poppy campaign at the Alberta Legislature on October 25. The Alberta-Northwest Territories Command presented poppies to Her Honour the Honourable Lois Hole, Lieutenant Governor; Speaker Kowalski; Mrs. Mary O'Neill, MLA for St. Albert, representing the Government of Alberta; Dr. Ken Nicol, MLA, Leader of Her Majesty's Loyal Opposition; Dr. Raj Pannu, MLA, Leader of the New Democrat Opposition, and other attending MLAs.

Remembrance Service

On November 8 Speaker Kowalski, along with the Honourable Dave Hancock, Minister of Justice and Attorney General and Dr. Ken Nicol, MLA, Leader of Her Majesty's Loyal Opposition, laid wreaths in the Legislature Rotunda in memory of Albertans who gave their lives to World War I and II, the Korean War and many peacekeeping missions. The Royal Canadian Legion, the Canadian Corps of Commissionaires, the Alberta Union of Public Employees and the Youth of Alberta also laid wreaths. Alex Young read his Remembrance Day poem. Young was the Royal Canadian Legion's 2001 junior poetry winner.

Christmas at the Legislature

On December 3, Premier Klein and Speaker Kowalski launched the holiday festivities by switching on the Christmas lights at the Legislature Grounds. Celebrate the Season events continued throughout December and attracted over 11,400 visitors to listen to choir and carillon in the rotunda. The pedway was filled with trees and gingerbread houses, decorated by schools.

Employee Recognition Dinner

Speaker Kowalski hosted the annual Legislative Assembly Office and Constituency Office staff recognition dinner on December 6 to celebrate the past year's accomplishments. Awards were presented to staff with 5, 10, 15, 25 and 30 years of service.

Former Members of the Legislative Assembly

William Kenneth Ure

December 22, 1913-February 4, 2001

Mr. Ure was first elected to the Alberta Legislature in the general election of June 18, 1959, and represented the constituency of Red Deer for the Social Credit governing party until August 30, 1971.

During his years in the Legislature, Mr. Ure served on the Special Committee of Commercial Fisheries and Electoral Boundaries. He also served on the Select Standing Committees of Agriculture, Colonization, Immigration and Education; Municipal Law ; Law Amendments; Private Bills; Public Accounts; Public Affairs; and Railways, Telephones and Irrigation.

Galen Norris

November 7, 1915-August 10, 2001

Mr. Norris was first elected to the Alberta Legislature in the general election of November 15, 1956, and represented the constituency of Stettler for the Social Credit governing party until August 20, 1971.

During his years in the Legislature, Mr. Norris served on the Standing Committee for Public Affairs. He also served on the Select Standing Committees of Municipal Law; Privileges and Elections, Standing Orders and Printing; Public Accounts; Agriculture, Colonization, Immigration and Education.

Donald Fleming

March 23, 1913-September 12, 2001

Mr. Donald Fleming was first elected to the Alberta Legislature in the general election of June 18, 1959, and served until May 23, 1967. During his years of service he represented the constituency of Calgary West for the Social Credit governing Party.

During his years in the Legislature Mr. Fleming served on the Select Standing Committees on Agriculture, Colonization, Immigration and Education; Railways, Telephones and Irrigation; Public Affairs; Private Bills; and Public Accounts.

Bettie Hewes

March 12, 1924-November 6, 2001

Mrs. Bettie Hewes was first elected to represent the constituency of Edmonton-Gold Bar in the general election on May 8, 1986 for the Liberal party until March 11, 1997. Mrs. Hewes also served as Interim Liberal Leader, Deputy House Leader and Party Whip.

During her years in the Legislature Mrs. Hewes served on the Select Standing Committees of Law and Regulations; Private Bills; Privileges and Elections, Standing Orders and Printing; and Public Affairs. She also served on the Select Special Committee on Parliamentary Reform.



Legislative Assembly.

Commonwealth Parliamentary Association

Overview

The Commonwealth Parliamentary Association (CPA) consists of members of Commonwealth parliaments who, irrespective of race, religion, or culture, are united by community of interest, respect for the rule of law and individual rights and freedoms, and pursuit of the positive ideals of parliamentary democracy. Canada was one of six original member countries of the CPA when it was formed in 1911 under the name Empire Parliamentary Association.

President's Report

Speaker Ken Kowalski of the Alberta Branch of the CPA

The Future of Canadian Parliamentary Democracy remains strong and evolutionary, as was evident through the thought-provoking discussions centering around the theme of the same name during the Canadian Parliamentary Association's (CPA) 40th Canadian Regional Conference, July 17 to 22, 2001.

We were proud to host the conference in Alberta and, as always, welcomed the opportunity for the free exchange of ideas among fellow parliamentarians on the common issues and challenges faced nation-wide.

Discussions were broken into eight business sessions:

- Future Challenges to Parliamentary Procedure
- Future of Electoral Systems
- Impact of Globalization and Information

Association branches now exist in 134 national, state, provincial, and territorial parliaments with a total membership of over 14,000 parliamentarians. Each provincial and territorial Legislative Assembly in Canada as well as the federal Parliament comprises a branch of the CPA. All Members of the Legislative Assembly of Alberta are members of the Alberta branch of the CPA.

Technologies on Canadian Federalism

- E-Government: How Legislatures and Governments Inform Citizens
- Impact of Demographics on Services/Voting Trends
- The Virtual Assembly
- Citizens and Their Representatives
- The Informed Member

Each of these sessions provided delegates with tremendous learning opportunities borne of the wide-ranging views, backgrounds and experiences of the more than 100 parliamentarians and parliamentary officials who participated in the regional conference.

While the specific expectations placed upon individual parliaments by their publics may differ greatly, the essential issues tend to transcend geographical boundaries.



Ride.

It is through the CPA that we are afforded the opportunity to discuss these issues in hopes of learning from the experiences of those who have travelled the path before.

There is no doubt that the social, economic, technological and legislative issues that shape each parliament will continue to change in adaptation to public needs. As effective parliamentarians, our goal is to continually rise to the challenge of meeting these needs in a responsive and responsible manner.

Secretary's Report

W.J. David McNeil, Secretary of the Alberta Branch of the CPA and Clerk of the Legislative Assembly

The Commonwealth Parliamentary Association's 40th Canadian Regional Conference was held in Edmonton, Alberta, in July of 2001. The event was well attended with 95 participants attending from 16 different jurisdictions, including the United Kingdom and CPA headquarters. The theme of the 2001 business sessions was *The Future of Canadian Parliamentary Democracy*.

The fundamental relationship in Canadian parliamentary democracy between those who govern and the governed is changing dramatically due to innovations in technology, the trend towards globalization and the changing demographics of the population. These changes affect every aspect of the way legislators and governments do business, including the operation of the institutions established to give effect to governing in Canada. The conference provided delegates with an opportunity to examine the changes and the impact of those changes on the way the people's business is done. In addition to the business sessions, social activities for the

It is our greatest hope that through open discussions, we are able to gain focus on the impact local issues have on global priorities. That hope was realized both through the success of the 40th Canadian Regional Conference and the accomplishments of the many other CPA activities that Alberta had the fortune of attending in 2001.

Just as we take away many valuable lessons from our colleagues, we hope that they too benefit from our experience and that these exchanges continue to enhance our parliaments.

delegates, their guests and families provided many opportunities to re-establish previous relationships and form new friendships.

In addition to hosting the 40th Canadian Regional Conference, the Alberta branch of the CPA participated in a number of interparliamentary activities. Among those activities, I had the great fortune of taking part in the CPA's 47th annual conference in Australia.

Staff of the Legislative Assembly Office continued to represent Alberta well in interparliamentary activities at the staff level. In 2001 a new organization of parliamentary administrators was formed, and the first meeting of the Canadian Association of Parliamentary Support Services (CAPSS) was held in Edmonton (this organization has subsequently been renamed the Canadian Association of Parliamentary Administration). This new organization has already served well to provide a forum for knowledge sharing and to develop contacts with all participating parliaments.

18th Canadian Presiding Officers Conference

Fredericton, New Brunswick, January 25-28, 2001

Agenda

- 1 Opening Remarks
- 2 Changing Procedural Authorities
- 3 The Functioning of Boards of Internal Economy
- 4 Declaration of Outside Interests
- 5 Round Table: Developments in Jurisdictions
- 6 A Speaker's Alternative to Findings of Privilege
- 7 Does Imposing the Rule Limiting Debate during Consideration of a Bill Threaten Parliamentary Democracy?
- 8 Round Table: Developments in Jurisdictions

Alberta Delegation

The Honourable Ken Kowalski, Speaker Mr. Don Tannas, Deputy Speaker
Dr. W.J. David McNeil, Clerk

Delegate's Report (Edited for length)

In our first session, Deputy Clerk Bev Bosiak of Manitoba outlined her investigation into the growing use of the *House of Commons Procedure and Practice* as additional reference for rulings in Canadian Legislatures. A lively discussion followed.

In the second session, Speaker Mildred Dover reviewed the Function of the Board of Internal Economy in PEI. I was surprised to learn that the Treasury Board treated the Legislative Assembly as a "department of government". The discussion that followed revealed a wide range of control over the financial states of the Legislatures: from dependency on government to being, like Alberta, masters of their own financial affairs.

During the fourth session Round, seven Legislatures gave reports on their Assemblies for the past year. Many of the Legislatures highlighted similar problems.

This was a most worthwhile, informational and thought-provoking conference.

Don Tannas

Council of State Governments-West (CSG-WEST) Pacific Northwest Economic Region (PNWER) Annual Meeting

Whistler, British Columbia, July 25-29, 2001

Agenda

- 1 Future of the North American West: Three Nations, One Region
- 2 NAFTA and the New Economy
- 3 Health Care Quality and Access in the 21st Century: U.S. and Canadian Perspectives
- 4 Free Trade in the Americas: A Congressional Perspective
- 5 Legislating in a Parliamentary System: Differences and Similarities with the State Experience
- 6 Powering Up: A New Era of Energy Reliability and Efficiency
- 7 North American Intellectual Exchanges: Perspectives on Higher Education

Alberta Delegation

The Honourable Ken Kowalski, Speaker
The Honourable David Coutts
Mr. Richard Marz, MLA
Mr. Ivan Strang, MLA
Ms Alana DeLong, MLA
Mr. Mel Knight, MLA

The Honourable Halvar Jonson
Mr. Rob Renner, MLA
Mr. Drew Hutton, MLA
Mrs. Cindy Ady, MLA
Mr. Broyce Jacobs, MLA

Assemblée parlementaire de la Francophonie

Quebec City, Quebec, (APF)XXVII Ordinary Session of the Assemblée parlementaire de la Francophonie, July 6-11, 2001 and Regional Session of the Assemblée parlementaire de la Francophonie, July 11-15, 2001

Agenda

- 1 Presidents' Meeting
- 2 Plenary Session
- 3 Parliamentary Diplomacy
- 4 The role of American Parliaments towards cultures in a free trade globalization environment
- 5 Intergenerational dialogue; the future of Francophonie
- 6 Closing remarks and comments

Alberta Delegation

Mr. Denis Ducharme, MLA

Mr. Hector Goudreau, MLA

Mrs. Louise Kamuchik,

Administrative Secretary to the section

Delegate's Report (Edited for length)

It was our pleasure as representatives of Alberta's Legislature to attend the 18th session of the Assemblée régionale Amérique de l'APF (Assemblée parlementaire de la Francophonie).

The APF's purpose is to foster all initiatives promoting a dialogue of cultures through the use of the French language and to study parliamentary, cultural, economic and social issues of interest.

The session addressed three major themes: parliamentary diplomacy, the role of parliaments concerning free trade, and inter-generational dialogue with emphasis on the future of Francophonie.

After considerable discussion, resolutions were brought forward, debated, and approved for all three areas. To highlight the importance of parliamentary diplomacy it was agreed that Parliaments should make human and financial resources available to its members to increase their international participation at sessions where Francophone issues are discussed. It was strongly felt that there was an increased need for elected officials to play a greater role at many international activities.

The second resolution invited members of the APF to study and document the impact of the Free Trade Agreement on the French language and culture. It was recognized that the role of

APF continued

parliaments will change as America becomes more integrated, making national and regional borders more porous.

The third resolution encouraged the development of ideas and activities that would enhance our youth's involvement and interest in the parliamentary process. It was recognized that our future lies in our youth and that it is our responsibility as elected officials to encourage their involvement in the democratic process. Mr. Ducharme referred to the youth activities occurring in our Legislature and in our schools.

Denis Ducharme and Hector Goudreau

National Conference of State Legislatures (NCSL)

San Antonio, Texas, August 11-15, 2001

Agenda

- 1 Legislative Institution
- 2 Commerce and Communications
- 3 Criminal Justice
- 4 Education
- 5 Environment, Energy and Transportation
- 6 Fiscal Affairs
- 7 Health Care
- 8 Human Services
- 9 Agriculture and International Trade
- 10 Federal Budget and Taxation

Alberta Delegation

Mr. Wayne Cao, MLA
Mr. Harvey Cenaiko, MLA

Rev. Tony Abbott, MLA
Mr. George VanderBurg, MLA

Delegates' Reports (Edited for length)

The NCSL was an excellent professional development opportunity for Alberta MLAs. The conference had a special program for international guests that focused on the differences of the United States' legislatures and how bills, policies and regulations are formed through an intricate process of checks and balances.

NCSL continued

Some of the sessions that I found most interesting were the ones on NAFTA, Initiative and Referendum, Health Care, Education, and Electrical Deregulation. Most memorable for me were the plenary sessions on the Economy and the Public Perception of Politicians.

It was a pleasure to meet our Canadian Consul General from Dallas, who flew in to host a dinner for the Canadian delegates.

I learned some valuable information and made some excellent contacts. I look forward to using this knowledge as I serve the people of Alberta.

Tony Abbott

The convention center was an immense facility – Texas-style large. The National Legislatures Conference was well organized and well run. The number of delegates and attendees were in the thousands.

I met delegates from Australia, Germany, Argentina, Scotland, Japan, South Africa, El Salvador and Mexico, to name a few. We exchanged information about our respective democratic processes and institutions.

On the second day, the Canadian Consul General in Texas invited us to a Canadian hosted dinner for the Chairs of Committees in the House of Representatives.

The sessions were mostly for legislators, senators and representatives. Also in attendance were people from special interest groups, such as business associations, professional associations and lobbyist groups.

A Senator or Representative, who is the Chair of a National Legislature Committee, chaired each session, which started with a panel of several speakers who presented their own research, experience and views. This was followed by questions and an open discussion with all attendees' participation.

The conference provided many sessions of my interest, but due to them running concurrently I, unfortunately, couldn't attend them all.

Wayne Cao

40th Canadian Regional Conference

Edmonton, Alberta, July 17-21, 2001

Agenda

- 1 Future Challenges to Parliamentary Privilege
- 2 Future of Electoral Systems
- 3 Impact of Globalization and Information Technologies on Canadian Federalism
- 4 E-Government: How Legislatures and Governments Inform Citizens
- 5 Impact of Demographics on Services/Voting Trends
- 6 The Virtual Assembly
- 7 Citizens and Their Representatives
- 8 The Informed Member: The Knowledge Base for Members

Alberta Delegation

| | |
|---|--------------------------|
| The Honourable Ken Kowalski, MLA, Speaker | Rev. Tony Abbott, MLA |
| Ms Debby Carlson, MLA | Mr. Harvey Cenaiko, MLA |
| Ms Carol Haley, MLA | Mr. Denis Herard, MLA |
| Mr. Hugh MacDonald, MLA | Mr. Ian McClelland, MLA |
| Mr. Barry McFarland, MLA | Mrs. Mary O'Neill, MLA |
| Mr. Shiraz Shariff, MLA | Mr. Lloyd Snelgrove, MLA |
| Mr. George VanderBurg, MLA | |

Delegate's Report (Edited for length)

I enjoyed learning from both members across our country as well as members from outside of Canada. I have definitely picked up points that were discussed in the business sessions and will include them in my daily role as an MLA.

The social events were absolutely outstanding, well organized, and enjoyed by both Liz and me. We both had the opportunity to meet other couples in politics and learn from them.

George VanderBurg

CRC continued

I am truly grateful to have participated in the 40th Canadian Regional Conference of the Commonwealth Parliamentary Association, which provided an overall view of concerns, issues, and the various parliamentary and legislative review processes across our country. The interactive session format was very beneficial, allowing various levels of feedback from all attendees.

I personally benefited from attending and look forward to seeing these new friends in the years to come, both as a Member of the Legislative Assembly of Alberta and informally.

Harvey Cenaiko

Canadian Council of Public Accounts Committees (CCPAC) and Conference of Legislative Auditors (COLA)

Cancelled.

47th Commonwealth Parliamentary Association Conference (CPA)

Melbourne, Australia, September 7-14, 2001

Agenda

- 1 Strengthening Parliament's Oversight Role in the Battle Against Corruption
- 2 Poverty Alleviation
- 3 Gender-sensitizing Parliaments in the Commonwealth
- 4 Towards Being a Professional Knowledge-based Parliamentarian
- 5 Combating International Trafficking of People
- 6 Should Scientific Advances be Subject to Legislative and Regulatory Measures?

Alberta Delegation

Dr. W.J. David McNeil, Clerk

24th Canadian Parliamentary Association (CPA) Regional Seminar

Regina, Saskatchewan, October 18-21, 2001

Agenda

- 1 Electoral Systems and Democratic Change
- 2 Committee Reform: What Does it Take to Make it Work?
- 3 Round Table: Issues in Education
- 4 The Power Shift from Elected Representatives to Global Organizations

Alberta Delegation

The Honourable Ken Kowalski, MLA, Speaker Mrs. Janis Tarchuk, MLA
Mr. Richard Marz, MLA

Delegates' Reports (Edited for length)

I appreciated the opportunity to attend the 24th Canadian Regional Seminar of the Commonwealth Parliamentary Association in October and meet with elected officials from across the country.

The province of Saskatchewan and the city of Regina did a wonderful job hosting the delegates. Their Legislature was truly a beautiful location.

The thought-provoking presentations and discussions covered a broad range of topics relevant to the duties and functions of legislators, including democratic change, committee reform, and political power shifts. Networking with our counterparts and discussing issues of common interest is always a valuable and positive time investment.

I believe it helps us become better and more effective representatives for our constituents and I thank the organizers for their planning efforts and warm hospitality.

Janis Tarchuk

CPA continued

I was pleased to have the opportunity to attend the 2001, Canadian Regional Seminar in Regina, Saskatchewan.

The Honourable Claude Richmond, Speaker of the Legislative Assembly of British Columbia, who presented the session entitled Electoral Systems and Democratic Change, chaired the first day of the seminar.

Presenters included Gary Levy, Editor of the *Canadian Parliamentary Review*; Nick Loenen, former MLA and a member of Fair Voting BC; Minnesota Senator Steve Kelly; and the Honourable Bev Harrison, Speaker of the New Brunswick House of Assembly.

Topics of discussion included committee reform and what it takes to make it work; security and dissent and global changes as a result of the September 11 attack on the U.S.; and health reform, in particular the Romanow Commission on Health Care.

The seminar provided an excellent opportunity to share views with fellow elected representatives from across Canada, as well as some U.S. representative, and I appreciated the opportunity to participate.

Richard Marz

Council on Governmental Ethics Laws (COGEL)

Lexington, Kentucky, December 2-5, 2001

Agenda

- 1 Campaign Finance
- 2 Media: An Ally of Ethics Agencies
- 3 You're a Commissioner-Now What?
- 4 Freedom of Information Act (FOIA)-Legislative Update
- 5 Clean Money
- 6 Effective Training and Education
- 7 Ethics Update
- 8 FOIA-Political Interference
- 9 You've Been Charged with an Ethics Complaint-Now What?
- 10 Lobbying Update
- 11 Electronic Filing Update
- 12 Effective Public Speaking
- 13 What Every Investigator Needs to Know about High Technology
- 14 Revolving Door
- 15 FOIA: What it Means to Freedom of Information, Data Practices, and Data Privacy
- 16 Issue Advocacy, Soft Money, Third Party Advertising
- 17 Corporate Ethics Programs-What Can We Learn From Them?
- 18 Administration of Electronic Filing Laws
- 19 Election Update
- 20 A View from the Lawmakers

Alberta Delegation

Ms Marlene Graham, MLA
Mr. Brian Fjeldheim, Chief Electoral Officer
Mr. Frank Work, Acting Information and
Privacy Commissioner

Mr. Bob Clark, Ethics Commissioner
Mr. Bill Sage, Deputy Chief Electoral Officer

COEGEL continued

Delegate's Report (Edited for Length)

It was my pleasure to attend the 2001 COGEL conference as a delegate and a panel presenter.

The mission of COGEL is to provide members with avenues for the exchange and dissemination of up-to-date information in the areas of ethics, elections, campaign finance, lobbying, and freedom of information. It is considered the leading membership organization for professionals working in these areas.

This year's conference attracted nearly 300 delegates from all over North America, including federal and state agencies in the U.S. and federal and provincial agencies in Canada.

Overall, I thought the program was well done. Session topics touched on all of the subject areas referred to above, but approached them from various angles, such as political interference in FOIP matters, electronic filing of disclosure statements, comparison to corporate ethics programs, whether media serves as an ally to ethics agencies, et cetera. Lastly, comprehensive legislative and case updates were provided in all areas.

All in all, I believe the conference benefited me as a member of the Standing Committee of Legislative Offices, and I hope to share this experience with my colleagues.

Marlene Graham

Interparliamentary Relations

The honourable Ken Kowalski; Speaker, Don Tannas, Deputy Speaker; Shiraz Shariff, Deputy Chair of Committees; and the Staff of the Legislative Assembly Office are involved in ongoing liaison with members and staff of other parliaments and other representatives of foreign countries. In 2001 they hosted and/ or met with the following visitors and events:

| | |
|----------|--|
| April 5 | His Excellency Wendelin Ettmayer, Ambassador of the Republic of Austria |
| April 6 | Hokkaido Legislative Assembly Delegation |
| April 26 | His Excellency Pawel Dobrowolski, Ambassador of the Republic of Poland |
| May 2 | Forum for Young Albertans |
| May 14 | Her Excellency Geethangani de Silva, High Commissioner for the Republic of Sri Lanka |
| May 22 | Ukrainian Canadian Congress and Polish Canadian Congress |
| May 23 | Mr. Hans Ockermueller, Honorary Consul General of Austria |
| May 24 | His Excellency Ingvard Martin Arne Havnen, Ambassador of the Kingdom of Norway |
| May 30 | His Excellency Svend Roed Nielsen, Ambassador of the Kingdom of Denmark |

June 19

His Excellency Dato' Seri Dr. Lim Keng Yaik, Minister of Primary Industries Malaysia

His Excellency Datuk A.W. Omardin, High Commissioner of Malaysia

June 21

Mr. Frank Carruet, Consul General of Belgium

June 21

His Excellency Vitaly Churkin, Ambassador of the Russian Federation

July 4

Mr. Pavlo Pavel Alexeevich, MP, Samara, Oblast, Russia

July 16

2001 Alberta Summer Research Institute Canadian Studies Delegation

July 23

His Excellency Hjalmar Hannesson, Ambassador of Iceland

August 1

His Excellency Urs Ziswiler, Ambassador of Switzerland

August 4

Their Royal Highnesses the Earl and Countess of Wessex

October 3


His Excellency Wade Armstrong, High Commissioner of New Zealand

October 3

Honourable Vasily Rogovy, Vice Prime Minister of the Ukraine



An ensemble from the Salvation Army Temple Corps Band at the Remembrance Service in the rotunda.



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|--------------------|---|
| <i>October 23</i> | His Excellency Anthony John Hely, High Commissioner of Australia |
| <i>November 5</i> | His Excellency Dr. Mohammed R. Al-Hussaini Al-Sharif, Ambassador of the Kingdom of Saudi Arabia |
| <i>November 14</i> | His Excellency Christian Friedman Pauls, Ambassador of the Federal Republic of Germany |
| <i>November 21</i> | Her Excellency Maria Teresa Garcia Segovia de Madero, Ambassador of the United Mexican States |
| <i>December 6</i> | Province of Mpumalanga, South Africa—Delegation |



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